

Role Description:

Architectural Assistant (Pt 1)

Reports to:

Line Manager

General Role:

Directly responsible to the Directors, and / or an Associate / Studio Principal / Senior Architect/ Architect, the role of an Architectural Assistant (Part 1) is an important position within the Company. In addition to the general duties and tasks performed by an architectural assistant, the Architectural Assistant (Part 1) is expected to promote and exemplify the Practice's values; Quality, Creativity, Integrity and Collaborative Leadership.

You will be able to undertake the design, specification and project management of building projects in a support role. You will work within multidisciplinary design teams on projects from initial concept through detailed design, tender and delivery on site, supporting timely delivery of projects, within budget and to the quality expectations of Buttress and our clients.

You will proactively collaborate with other members of the Buttress team and with external design disciplines, working within well-defined functional objectives and applying your knowledge of improvements in technology, legislation or improved efficiencies to support effective delivery.

Duties Include:

You will assist the design team leader to prepare, manage and coordinate all activities as required to meet RIBA Plan of Work Stages 1 to 7 as identified in the project brief, in a professional manner ensuring office standards are met and agreed programmes are achieved. You will assist other members of the project team with the delivery of projects.

Duties include:-

- Supporting the design and specification of building projects in accordance with current guidelines, standards and regulations.
- Supporting the management of projects through planning applications, building regulations and listed consent as applicable.
- Support the project lead in co-ordinating and leading the activities of multidisciplinary design teams and colleagues, helping to ensure that they are delivered within time and budget to the quality expectations of Buttress and our clients.
- Proactively engage with clients to provide a high standard of service within commercial constraints.
- Contribute to discussions related specifically to Architectural and related issues.
- Professional conduct always.
- Demonstrate commitment to Buttress and our clients, which may from time to time require you to work beyond normal working hours.

**Skills,
Knowledge &
Experience:**

To include:-

- Professionally qualified with relevant degree (or equivalent).
- Experience of employment desirable but not essential.
- Strong demonstrable communication and interpersonal skills.
- Strong demonstrable graphics skills.
- Demonstrable knowledge of the application, principles, theory and practice of Architectural design.
- Ability to work effectively as part of a team and / or as an individual.
- Proficient in AutoCAD, Revit, Sketch-up, Photoshop, InDesign and Microsoft Office.

**Studio
Standards
and Policies:**

To assist in the operation of the Integrated Management System, encourage others to do so and contribute to its ongoing evolution.

Other Duties:

From time to time you will be expected to undertake a wider range of duties in support of the Studio, such as answering phones, staffing reception, providing hospitality to visitors and supporting other Studio activities.