

Role Description:

Senior Architect

Reports to:

Line Manager

General Role:

Directly responsible to the Directors, and / or an Associate / Studio Principal, the role of an Architect is an important position within the Company. In addition to the general duties and tasks performed by an architect, the Senior Architect is expected to promote, exemplify and encourage in others the Practice's values; Quality, Creativity, Integrity and Collaborative Leadership.

You will be able to undertake the design, specification and project management of medium to large, complex building projects in a lead role. You will lead multidisciplinary design teams on projects from initial conception through detailed design, tender and delivery on site, ensuring projects are delivered on time, within budget and to the quality expectations of Buttress and our clients.

You will proactively lead and 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 act as 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 supervise technical staff and assist other members of the project team with the delivery of projects.

Duties include:-

- The design and specification of building projects in accordance with current guidelines, standards and regulations.
- The management of projects through planning applications, building regulations and listed consent as applicable.
- Independently lead multidisciplinary design teams and colleagues as the project architect on medium to large, mid complexity or medium risk projects, ensuring they are delivered within time and budget to the quality expectations of Buttress and our clients.
- Lead multidisciplinary design teams as the project architect on very large, complex or high risk projects in support of a senior colleague.
- Support the Project Management and delivery of complex and high risk projects, ensuring they are delivered within time and budget to the quality expectations of Buttress and our clients.
- Manage external consultants in the delivery of projects, as part of the design team, ensuring performance standards are met and quality is maintained.
- Proactively engage with clients to provide a high standard of service within commercial constraints.
- Instigate and lead discussions related specifically to Architectural and related issues.
- Undertake forward fee forecasting, invoicing and project profitability monitoring on projects you are leading.
- 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, ARB registered Architect, with relevant degree (or equivalent), plus post qualification experience.
- Member of ARB, and other Professional bodies such as RIBA.
- Developed track record in Architectural design and delivery within sectors relevant to Buttress.
- Developed experience of working in different operational areas, for a range of clients and service users.
- Ability to lead the organisation, guidance and leadership of multi-disciplinary design teams.
- Ability to provide effective support to implement and deliver effective change.
- Strong demonstrable communication and interpersonal skills.
- Demonstrable knowledge of the application, principles, theory and practice of Architectural design and delivery.
- Strong understanding of other building and engineering related disciplines or requirements of these in the effective design, co-ordination and delivery of projects.
- Strong ability to apply technical judgement to ensure projects are compliant with design standards.
- Strong understanding of the Design and Construction business.
- Proficient in AutoCAD, Revit, Sketch-up, Photoshop, InDesign and Microsoft Office. Expert in some of these software packages.
- Proficient in CMAP and Newforma.

**Marketing
and
Procurement:**

- To actively engage in Business Development within your sector.
- To actively promote the practice across all sectors.
- To assist in the preparation of tender submissions / presentations, etc.
- To prepare and attend sector specific events, seminars and exhibitions
- Contribute to the development and upgrading of the Practice's intranet and website by providing up to date project information, illustrations and news to the Marketing Team.

**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 the company may make reasonable requests for you to undertake duties not necessarily covered in the above.