

## Role Description

### Architectural Technologist:

#### Reports to:

Line Manager

#### General Role:

Directly responsible to an Associate, Studio Principal, Senior Architect or Senior Architectural Technologist, the role of an Architectural Technologist is an important position within the Company. In addition to the general duties and tasks performed by an Architectural Technologist, you are expected to promote and exemplify the Practice's values of quality, creativity, integrity and collaborative leadership.

You will be able to undertake the detailed design, specification and project management of building projects in a lead or support role, depending on the project size, complexity and scale. You will work within 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 technical 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 and improved efficiencies to support effective delivery.

#### Duties Include:

You will act as, or assist with, 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. you will work in a professional manner ensuring office standards are met, and agreed programmes are achieved.

Duties include:-

- The technical design and specification of building projects in accordance with current guidelines, standards and regulations.
- The management of projects through planning, building regulations and other consents as applicable.
- Independently lead multidisciplinary design teams and colleagues as the project lead on small technically focused projects, ensuring they are delivered within time and budget to the quality expectations of Buttress and our clients.
- Work within multidisciplinary design teams as the technical lead on small to medium size projects in support of a senior colleague.
- Support the project management and technical 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.
- Lead discussions related specifically to technical and related issues.
- To assist in forward fee forecasting, invoicing and project profitability monitoring.
- Professional conduct always.
- Demonstrate commitment to Buttress and our clients, which may from time to time require you to work beyond normal working hours. Professional conduct always.

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- 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.

### **Skills, Knowledge & Experience:**

To include:-

- Professionally qualified, with relevant degree (or equivalent), plus post qualification experience.
- Member of Professional bodies such as CIAT.
- Developing track record in technical design and delivery within sectors relevant to Buttress.
- Developing experience of working for a range of clients and service users.
- Ability to support the organisation, guidance and leadership of multi-disciplinary design teams.
- Strong demonstrable communication and interpersonal skills.
- Demonstrable knowledge of the application, principles, theory and practice of technical design and delivery.
- Understanding of other building and engineering related disciplines or requirements of these in the effective design, co-ordination and delivery of projects.
- Ability to apply technical judgement to ensure projects are compliant with design standards.
- Understanding of the Design and Construction business.
- Proficient in AutoCAD, Revit, Sketch-up, Photoshop, InDesign and Microsoft Office.
- Proficient in CMAP and Newforma.

### **Marketing and Procurement:**

- 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.
- To promote technical excellence through engagement with technical review processes.

### **Other Duties:**

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