

# Architectural Assistant



Part 2  
Role Description

<b>Reports To:</b>	Line Manager
<b>General Role:</b>	<p>Directly responsible to the Directors, and / or an Associate / Studio Principal / Senior Architect/ Architect, the role of an Architectural Assistant (Part 2) is an important position within the Company. In addition to the general duties and tasks performed by an architectural assistant, the Architectural Assistant (Part 2) is expected to promote and exemplify the Practice's values; Quality, Creativity, Integrity and Collaborative Leadership.</p> <p>You will be able to undertake the design, specification and project management of building projects in a lead or support role, depending on the project size, complexity and scale. You will support 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.</p> <p>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.</p>
<b>Duties Include:</b>	<p>You will act as or 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.</p> <p>Duties include:-</p> <ul style="list-style-type: none"> <li>• Supporting the design and specification of building projects in accordance with current guidelines, standards and regulations.</li> <li>• Supporting the management of projects through planning applications, building regulations and listed consent as applicable.</li> <li>• 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.</li> <li>• Lead multidisciplinary design teams as the project architect on small size projects in support of a senior colleague.</li> <li>• 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.</li> <li>• Support the management of external consultants in the delivery of projects, as part of the design team, ensuring performance standards are met and quality is maintained.</li> <li>• Proactively engage with clients to provide a high standard of service within commercial constraints.</li> <li>• Lead discussions related specifically to Architectural and related issues.</li> <li>• To assist in forward fee forecasting, invoicing and project profitability monitoring.</li> <li>• Professional conduct always.</li> <li>• Demonstrate commitment to Buttress and our clients, which may from time to time require you to work beyond normal working hours.</li> </ul>

<b>Skills, Knowledge &amp; Experience:</b>	<p>To include:-</p> <ul style="list-style-type: none"> <li>• Professionally qualified, working towards ARB registration.</li> <li>• Developing track record in Architectural design and delivery within sectors relevant to Buttress.</li> <li>• Developing experience of working in different operational areas, for a range of clients and service users.</li> <li>• Ability to support the organisation, guidance and leadership of multi-disciplinary design teams.</li> <li>• Strong demonstrable communication and interpersonal skills.</li> <li>• Demonstrable knowledge of the application, principles, theory and practice of Architectural design and delivery.</li> <li>• Developing understanding of other building and engineering related disciplines or requirements of these in the effective design, co-ordination and delivery of projects.</li> <li>• Emerging ability to apply technical judgement to ensure projects are compliant with design standards.</li> <li>• Proficient in AutoCAD, Revit, Sketch-up, Photoshop, InDesign and Microsoft Office.</li> <li>• Proficient in CMAP and Newforma.</li> </ul>
<b>Studio Standards &amp; Policies</b>	<p>To assist in the operation of the Integrated Management System, encourage others to do so and contribute to its ongoing evolution.</p>
<b>Other Duties:</b>	<p>From time to time the company may make reasonable requests for you to undertake duties not necessarily covered in the above.</p>

# Buttress

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