

Architectural Technologist

Job Description

Qualified Technologist (CIAT or equivalent) with at least 5+ years' experience of post RIBA stage 3 services capable of taking day-to-day responsibility for at least one major projects. Architectural Technologists will operate within a team structure and report directly to an Associate Director or Director. Architectural Technologists must be capable of developing detailed design proposals to high standards of quality and delivering projects on time and within budget. In addition, responsibilities include:

Responsibilities

- Under the supervision of the Project Director, prepare the production of tender and construction packages including: drawings, schedules and specifications
- Liaise and coordinate work by all external consultants and internally within the rest of the team and assist where required in the coordination of the internal design team
- Manage tender processes: Documentation, issuing, analysing, and reporting to clients
- Site inspections: Liaison with contractors and subcontractors to review performance against specification.
- Administration of contracts (except where D&B): Dealing with RFI's and issuing all instructions, valuations and certificates
- Seek, and record evidence of, continuing professional development (CPD) and an annual Personal Development Plan (PDP) in accordance with the requirements of CIAT or equivalent
- Thorough knowledge of and compliance with ECD procedures and standards

ECD Architects Ltd

London
Glasgow

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- Accurately record time spent on projects and work with Project Director to ensure this remains within agreed budget and timescale.

Qualities & skills required

- 5+ years post CIAT qualification experience in Architecture
- Knowledge of Revit preferable but not essential
- Ability to deliver all post RIBA Stage 3 services
- Highly motivated and can manage own workload with excellent organisational skills
- Confidence managing both clients and projects
- Outstanding attention to detail and design
- Ability to use a variety of media in the development and documentation of the design project
- Ability to take initiative in response to direction or instruction
- Ability to work well under pressure and meet deadlines efficiently
- A flexible and open attitude towards new ways of working and commitment to independent, lifelong learning
- Ability to manage sensitive and sometimes confidential information
- Self-motivated and able to take responsibility
- Good interpersonal skills and able to work independently and as part of an effective team
- Able to build good relationships at all levels, internally and externally
- Resilient to cope with conflicting demands, able to prioritise duties and work effectively under pressure while remaining calm and professional at all times

Desirable

- Ability to assist with the management of junior assistants on the team.
- Understanding of financial aspects of running a design project
- Experience working in BIM
- Ability to use the following: Revit, NBS, Internet Explorer, Word, Excel, Outlook, PowerPoint

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the Company may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this, and adapt a flexible approach to work.

To apply for the position, please email your CV/portfolio and your salary expectations to: colette.mchugh@ecda.co.uk

