

# Part 2 Architectural Assistant / Recently Qualified Architect

Glasgow office

## Job Description

ECD Architects are looking for a part2 architectural assistant looking to achieve their part 3 qualification or recently qualified architect to join their busy Glasgow city centre office. Candidates should be passionate about sustainability, and must have experience in the use of Revit.

Qualified Pt 3 Architect or Pt 2 architectural assistant with experience of all stages of the design process, capable of taking day-to-day responsibility for at least one major project. Project Architects will operate within a team structure and report directly to an Associate or Associate Director. Applicants must be capable of developing design proposals to high standards of quality and delivering projects on time and within budget. In addition, responsibilities include:

### Responsibilities:

- Prepare, and develop where required, drawings, models, images and other documents relating to the design as per the brief in line with agreed timescales.
- Assist where required in the coordination of the internal design team
- Take responsibility, where required by the project leader, for specific areas of the design and project development.
- Liaise, where appropriate, with members of the external design team and other associated organisations or companies

- Seek, and record evidence of, continuing professional development (CPD) and an annual Personal Development Plan (PDP) in accordance with the requirements of the RIBA / RIAS
- Thorough knowledge of and compliance with ECD procedures and standards
- Accurately record time spent on projects and work with Project Director to ensure this remains within agreed budget and timescale.

### Qualities & skills required:

- A passion for sustainable design
- Knowledge of Revit
- Ability to deliver a project, both independently and as part of a team
- Highly motivated and can manage own workload
- Confidence managing both clients and projects
- Outstanding attention to detail and design
- Ability to demonstrate ability to undertake the above responsibilities
- Ability to understand and formulate design decisions and present for discussion
- 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
- Excellent organisational skills
- Ability to manage sensitive and sometimes confidential information
- Self-motivated and able to take responsibility
- Able to demonstrate initiative and a proactive approach to daily tasks
- Good interpersonal skills
- 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

**To apply for the position, please email your CV/portfolio & your salary expectations to:** [alistair.cameron@ecda.co.uk](mailto:alistair.cameron@ecda.co.uk)  
**Reference:** AA2-AC-1020