



Associate Director

About Us

ECD Architects is an award winning practice specialising in the design of low energy, low environmental impact buildings, cost effectively and to the highest quality standards. We have two offices; one in London and one in Glasgow. These offices are filled with incredibly talented people from Architects to BIM and Sustainability professionals. Everyone who works with us is great at what they do and does it with passion. What's more, we are a nice bunch of people with whom it is fun to work.

ECD Architects is an equal opportunities employer with great employee benefits. All our staff are consulted, engaged and provided with the support and encouragement to pursue both personal and career goals. We invest heavily in training and support, continuously creating opportunities for our people to learn and develop their skills and knowledge in order to continue to deliver successful innovative services to our clients. This ensures we attract, motivate and retain the best talent.

About the Role

Qualified Part 3 Architect with minimum 10 years of experience, capable of taking responsibility for designing and delivering a number of separate projects and managing a team of architects and assistants. Associate Directors (ADs) will be entrusted with day to day contact with key clients and, together with Directors, will be responsible for the strategic direction of the practice, its design ethos, quality management systems and marketing plans.

Alongside the Directors and Associates, ADs will be expected to set and maintain high standards of design and establish sustainability targets for individual projects. In general, ADs will be expected to keep abreast of current legislation and government policies in respect of the built environment and contribute to topical professional debate through press articles, reports and speaking at seminars and conferences, as appropriate.

The role of Associate Director does not preclude ADs from carrying out the role of Project Architect on individual projects if this is appropriate. However, ADs will be expected to assume responsibility for a large number of separate projects and will be expected to delegate design tasks to appropriate levels of staff in such a manner that every project is delivered in a profitable way.

Key responsibilities:

- As necessary, attend quarterly Board Meetings to report on Team Performance in line with Business Objectives
- Attend regular Management Meetings to report on Team Performance or other specific delegated matters
- Support the relevant Director to agree and achieve annual Team Objectives which align with overall Business Objectives
- Manage financial performance and cost control of projects



- Support the relevant Director to manage resources within the Team and Line Management of relevant staff.
- Prepare all necessary information in accordance with the brief and budget and support wider team, i.e.: Project Architects to achieve same
- Take responsibility, where required by the business, for specific areas of the business, i.e.: Sustainability; BIM; etc
- 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/ ARB
- 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

- 10+ years post part 3 qualification experience in Architecture (ideally in a UK practice)
- Knowledge of Revit preferable but not essential
- Ability to deliver all aspects of a project, both independently and as part of a team
- Highly motivated and can manage workload of self and other team members
- 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
- Excellent 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
- Ability to assist with the management of team resources and financial objectives
- Understanding of financial aspects of running a design project on time and on budget
- Experience working in BIM
- Ability to use the following: Revit, Photoshop, Illustrator, InDesign, Internet Explorer, Word, Excel, Outlook, PowerPoint

Desirable

- Ability to take initiative in response to direction or instruction
- Evidence of the ability to understand design decisions taken by others
- Experience of BIM level 2

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

Please email your CV and portfolio to:

recruitment@ecda.co.uk

Please reference the role for which you are applying within the subject line of your email.

Remuneration is dependent on experience. Applicants must be able to demonstrate eligibility to work in the UK. ECD is an equal opportunities employer. Due to the high volume of applications only invitation to interview will be sent. No agencies need apply.