



Vacancy

Studio 11 Architecture

Architect

1.0 Introduction

Studio 11 currently seek a talented and enthusiastic ARB registered Architect to join our team and work on a number of exciting new commissions. Ideal applicants should have a broad range of working experience through RIBA Work Stages 1 – 7, the ability to lead within teams and work autonomously, have working experience of Auto-Cad, have excellent technical, design and presentation skills.

2.0 Position:

Architect

3.0 Reporting to:

Managing Director

4.0 Qualifications:

- RIBA Part 1 – Degree in Architecture from an ARB/RIBA approved school – essential
- RIBA Part 2 – Post Graduate Diploma in Architecture from an ARB/RIBA approved school – essential
- RIBA Part 3 – Post Graduate Diploma in Architectural Practice – essential
- Current registration with the ARB as an Architect – essential
- Current registration with the RIBA - desirable

5.0 Role Within Practice

- Project runner and design team coordinator
- Represent the Practice externally through client and consultant liaison
- Mentor for less experienced staff members
- Developing project and team leadership role within the Practice. Developing design approach and bringing experience to the realisation of design concepts. Key role in the development of design proposals from inception to completion.

6.0 Job Function

Essential post for the development of projects at all levels. Dependent upon project sizes, generally concentrating on a single larger project with others in development.

The primary day to day project running role with responsibility and reporting directly to Managing Director.

7.0 Responsibilities

The project architect will be expected to be aware of the company's agreed scope of service and to work within these requirements. They should advise the team leader if at any point they believe additional services are being requested by the client.



Management of project costs against fees in liaison with Directors during the progression of the project for which they are assigned project runner role.

Provision of Architectural Services including:

- Design
- Contract Administration including financial control in coordination with QS and certification under guidance of team leader
- Brief taking and documentation
- Client Liaison
- Design team coordination
- Chairing and documenting design team meetings
- Attendance at (and running of where necessary) site meeting
- Assisting senior team member in the preparation of project programme.

Autonomous working and leading junior team members in design, detailing, model making, graphics, filing, administration and recording of information for projects.

Carrying out/drawing up measured building surveys.

Attending and giving presentations and forming part of bid teams where necessary.

Maintaining records of site visits and telephone conversations.

Issuing and receiving drawings and other project information.

Managing the planning and building control protocols and liaise with the relevant local authority officers.

Maintenance of relevant trackers.

Assisting in the preparation of invoices.

Informing partners of any events which may require the attention of the company's PI Insurers.

Producing letters, reports, presentations and other documentation on Microsoft Word, Publisher, Powerpoint.

Answering telephone queries and redirecting or taking messages where appropriate.

Comprehensive Computer Skills including:

- CAD package as appropriate to projects (AutoCad)
- Adobe Photoshop/Affinity Photo
- Adobe InDesign
- MS Office including Word, Publisher and Excel.

Maintaining an effective job filing.

Completing weekly timesheets.

Attending/taking part in whole office meetings.

Other tasks as necessary in the day to day function of the office including archiving and answering telephones.

Business networking including promotion of the Practice at supplier led events.

8.0 Training/Support

Continued professional development through recognised structure will be supported by the Practice. Architects must maintain their own CDP records as required by ARB.

Self directed courses, seminars, etc. will be supported by the Practice where the individual can demonstrate their relevance to the Practice.



9.0 Career Progression

It is anticipated that Architects within the Practice will progress to Associate level.

10.0 Applicant Contact

CV's and examples of work are to be emailed in PDF format to:

Kris Baxter, Managing Director

kris.baxter@studio11architecture.co.uk

11.0 Office Address

Studio 11 Architecture
The Boathouse
Harbour Square
Nene Parade
Wisbech
Cambridgeshire
PE13 3BH

Tel: 01945 467339