



Vacancy

Studio 11 Architecture

Architectural Technician/Technologist

1.0 Introduction

Studio 11 currently seek a talented and enthusiastic Technicians and Technologists to join our team and work on a number of exciting new commissions.

2.0 Position:

Architectural Technician/Technologist

3.0 Reporting to:

Senior Architectural Technician/Associate/Managing Director

4.0 Qualifications:

HNC/HND in construction related subject or Degree in Architectural Technology or similar, preferred MCIAT or ACIAT working towards MCIAT

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 technical design approach and bringing experience to the realisation of design concepts. Key role in the development of design and involvement in project development across all work stages.

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 running role generally post contract, with responsibility and reporting direct to Associates and Managing Director ensuring office resources respond to project requirements.

7.0 Responsibilities

Provision of Technical Services including:

- Technical Design
- Design team coordination
- Chairing and documenting design team meetings
- Attendance at (and running of where necessary) site meeting
- Assisting senior team members in the preparation of project programme
- Maintaining records of site visits and telephone conversations
- Issuing and receiving drawings and other project information
- Assisting in the management of planning protocols and liaise with relevant local authority officers. Management of building regulations protocols and liaison with relevant authorities. Maintenance of relevant trackers.



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

8.0 Training/Support

Continued professional development through recognised CIAT structure will be supported by the Practice.

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 Technicians/Technologists within the Practice will progress to Senior Technicians/Technologists.

10.0 Applicant Contact

CV's to be emailed in PDF format to:

Kris Baxter, Managing Director

kris.baxter@studio11architecture.co.uk

11.0 Office Address

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