

VACANCY

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Position: **Architectural Assistant Part I**

LOCATION:

Birmingham

QUALIFICATIONS REQUIRED:

- RIBA Part 1 – 2:2 Degree and above in Architecture from and ARB/ RIBA approved school – essential
- (The above can be replaced with equivalent qualifications from other countries supported by a UK NARIC Statement of Comparability)

ROLE WITHIN PRACTICE

Assistant to project lead in the day to day delivery of commissions.

General office support including filing, receiving, and welcoming guests and general telephone duties.

JOB FUNCTION

Junior post-graduate assistant gaining experience across a broad spectrum of the practice activities through team working on live projects, competitions and research. To provide professional support to the project team with general duties in order to experience the full range of skills within the practice. This will include design, CAD, graphics, project administration, attendance at meetings (shadowing the project architect where appropriate), minute taking, project design and technical research, issuing and receiving drawings and other project information, model making.

Part I Architectural assistant will be expected to have specific communication with wider team members including other consultants where appropriate. They will be required to liaise with product suppliers and statutory bodies where necessary.

RESPONSIBILITIES

Provision of Architectural Services including:

- Design
- Brief taking and documentation
- Attending and documenting design team meetings as support to project architect
- Attendance at site meetings and documenting where appropriate as support to project architect

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

Developing an understanding of contractual matters.

Design, detailing, model making, graphics, filing, administration and recording of information for projects under guidance of senior team members.

Carrying out/ drawing up measured building surveys.

Maintaining records of site visits and telephone conversations.

Issuing and receiving drawings and other project information.

Assisting in the management of planning and building control protocols and liaise with the relevant local authority officers.

Maintenance of relevant progress trackers.

Producing letters, reports, presentations and other documentation in Microsoft Word, Publisher and PowerPoint.

Answering telephone queries, and redirecting or taking messages where appropriate.

Comprehensive Computer Skills including:

- CAD package as appropriate (Revit/ Microstation/ SketchUp)

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- Adobe Photoshop
- Adobe InDesign
- MS Office Software

Completing weekly timesheets and forecasting timescales for packages.

Attending / taking part in CPD presentations.

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

TRAINING AND SUPPORT

Continued professional development through recognised RIBA structure will be supported by the practice.

Architects must maintain their own CPD 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.

CAREER PROGRESSION

It is anticipated that Architectural Assistants within the practice will progress to Architect level.

APPLICATION CONTACT

CV's to be emailed in pdf format to:

Lauren Cartledge

l.cartledge@glancynicholls.com

0121 456 7474

OFFICE ADDRESS

Glancy Nicholls Architects

The Engine Room

2 Newhall Square

Birmingham, B3 1RU