

Job Description

Post title	ARCHITECTURAL ASSISTANT	Grade	G
Department	HOUSING AND ASSETS	Post ref	ABS6203

Overall job purpose

The project management of Capital and Revenue building projects in accordance with the Code of Conduct, the strategic aims of the Council and the attainment of its corporate objectives in relation to achieving Best Value in service delivery.

Reporting relationships

Reports to:	TEAM LEADER – MAJOR PROJECTS
Responsible for:	N/A

Key tasks and responsibilities – post specific

To manage building projects from inception to completion to in accordance with the Council's Standing Orders and Financial Regulations, including:-

Pre-contract

- a) Development of project brief through liaison with client divisions
- b) Preparation of sketch designs and presentation drawings for consideration by client departments, members and for public consultation where applicable
- c) Preparation of working drawings, detailed drawings, schedules etc.
- d) Detailed specification of building materials to ensure compliance with relevant legislation and building regulations
- e) Consultation with Building Control and Planning Officers and other statutory bodies
- f) Preparation of written specifications and schedules of work
- g) Preparation of Designer's risk assessments and liaison with Planning Supervisor
- h) Surveying, levelling, plotting and production of land and building surveys
- i) Project planning

Operations on Site

- a) Management and co-ordination of site progress meetings
- b) Site inspections
- c) Issuing of instructions and variations
- d) Dealing with contractor's claims

Post Contract

- a) Assessment and resolution of defects.
- b) Production and collation of servicing, maintenance and 'as built' information
- c) Post contract review of project including client satisfaction surveys

To have a thorough working knowledge of various forms of contract (e.g. JCT contract forms).
To use a practical and proactive approach to problem solving and negotiation with contractors, consultants and suppliers to achieve the Council's aims and objectives.
To ensure that all contracts, works orders and contract negotiations are carried out strictly in accordance with the Council's Constitution and Financial Regulations.
To deal frequently, by telephone and in person, either in the office or on site, with other officers of the authority, contractors, tenants, members of the public and Council members.
Receiving and processing requests for information, enquiries, issues and complaints/claims from customers, elected members, members of the public and relevant third parties in a courteous and efficient manner.
Liaison with other sections/departments for the Council and outside bodies to promote a corporate and integral approach to the achievement of the Council's objectives.
Financial responsibility for the effective project management of building projects within approved budgets.
To work in partnership with other Council directorates and external organisations in the design and implementation of building works, which will impact upon the environment and the community including energy efficiency.
The Job Description is not an exhaustive definition of the duties or conditions of service attached to this post but it is an indication of the main duties and conditions relevant at this time. The post-holder will be expected to perform such other duties and engage in such other relevant activities as may from time to time be required.

Key tasks and responsibilities – corporate

Operate according to the Council's corporate values and codes of behaviour.
Ensure at all times all Health & Safety legislation requirements are met and that the Council's Health & Safety Policy, its arrangements and procedures are implemented. This includes, where applicable, taking responsibility for personal health and safety and having regard to other persons affected by the performance of the duties of the post; ensuring that risk management objectives are delivered and other risk management activities effectively implemented and monitored.
Exercise proper care in handling, operating or safeguarding any equipment, vehicle or appliance provided, used or issued for the performance of the duties of the post.
Have a commitment to and understanding of the Council's approach to equality and diversity and promote and deliver fair, sensitive and quality services.
Comply with all relevant Council policies and procedures including financial regulations, code of conduct, HR policies / procedures, Data Protection, Freedom of Information Act and ICT Codes of Practice.
Adhere to relevant working practices, methods and procedures and undertake relevant training and development as required and respond positively to new and alternative ways of working.
Carry out any other reasonable duties and responsibilities commensurate with the grade and level of responsibility of the post.
Engage with digital models of service delivery and support the implementation of digital working methods.
Manage and / or use resources in ways that ensure value for money and supporting the commercialism agenda.
Demonstrate a commitment to the delivery of excellent service for all customers and service users.

Employee signature

This job description represents a statement of the duties of the post but does not include all minor duties. It

is inevitable that over time the nature of an individual post will change and existing duties many be lost and others gained without changing the general character of the duties or the level of responsibility. As a result the Council expects that this job description and person specification will be subject to revision.

Employee signature:

Date:

Person Specification

Competencies	
<i>Please refer to the relevant competency framework for more information about the behaviour descriptors for each competency. All competencies within the relevant framework are applicable to the post and the ones that have prioritised for recruitment are detailed below.</i>	
Competency framework relevant to the post:	Leadership Level 3 Assessment
Leading and Communicating	Application
Collaborating and Partnering	Application/Interview
Delivering value for money	Application/Interview

Skills	Essential / Desirable	Assessment
Able to use a PC and keyboard and associated computer packages with a high level of computer literacy	E	Application/Test
Excellent verbal/written communication skills	E	Application/Test
Excellent draughtsmanship skills and extensive experience in the use of Computer Aided Design (CAD) packages	E	Application/Test
A practical and innovative approach to problem solving and delivering innovative solutions, and using own initiative to make decisions on site without reference to senior staff.	E	Application/Interview

Knowledge	Essential / Desirable	Assessment
A thorough working knowledge of the various JCT forms of contract	E	Application//Interview
A thorough working knowledge of the Building and Planning Regulations	E	Application//Interview

Experience	Essential / Desirable	Assessment
Significant experience in the preparation of drawings and associated documentation; extensive experience in the use of Computer Aided Design (CAD) packages.	E	Application//Interview
The production of high quality presentation drawings including 3D visualisations.	D	Application//Interview
Previous experience in the project management of construction schemes from inception to completion, including instructing contractors and consultants and dealing with problems in a firm, decisive and fair manner.	E	Application//Interview

Qualifications	Essential / Desirable	Evidence
Degree in Architectural Technology , recognised by CIAT	E	Certificate
Membership of CIAT or equivalent	D	Certificate
Additional information / other requirements of the post		
<ul style="list-style-type: none"> • The post involves driving and so the postholder will be required to undertake relevant DVLA licence checks. • The postholder is eligible for casual car user allowance. • The employee may be required to work out of normal working hours at times as part of their role. • The post involves working in an office environment and outside across the district, and must be capable of working outside in most weathers. • The postholder must be able to undertake site visits and gain access to restricted spaces at times. 		

Date produced / last amended
April 2019