

WRAP

PART 3 – ARCHITECT JOB DESCRIPTION

ROLE: The purpose of the role is to run small projects and to work within a project team on larger projects with the ability to run them.

SALARY BAND: 0-2 years' experience in practice: £35,000 - £40,000

KEY AREAS OF THE ROLE:

Design

We are looking for a candidate that is a highly skilled and motivated all-rounder with circa 2 years' post qualification experience working in a small or medium-sized practice, preferably with multi-unit housing scheme knowledge. You will take a lead role in the overall design and technical development of projects, taking guidance from our directors to develop options in line with the brief, and coordinating work with the design team. We are looking for a candidate that is up for the next challenge in their career, someone that doesn't shy away from responsibility and wants to be part of a practice where they can grow and contribute actively.

Project Specific:

- Prepare and maintain project drawings in compliance with WR-AP QA Systems.
- Establish and document project requirements clearly
- Manage workload of architectural assistants as appropriate
- Mentor and advise architectural assistants as appropriate
- Prepare drawings for planning, tender or construction purposes.
- Complete architects instructions and certificates
- Complete concept, detail and technical designs.
- Prepare written specifications, where appropriate.
- Assist with administration of project information.
- Produce presentation material, reports, models and documentation.
- Administer project related information in line with standards and procedures of the Practice.
- Co-ordinate and liaise with other consultants and clients
- Run key project meetings.
- Keep Director regularly updated on progress of work and/or anticipated problems.
- Ensure dialogue with all team members.
- Ensure that personal training needs are met.

Technical Skills required:

- Ability to produce coherent and well resolved architectural designs
- Good working knowledge of building regulations and how to submit planning applications
- Good working knowledge of technical standards, regulations and health & safety requirements

15 Teddington Business Park | Teddington | TW11 9BQ

Studio : +44 (020) 8050 5107

wr-ap.com

Registered as a Limited Company No. 11218587

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- Good working experience of BIM is essential. Revit knowledge is an advantage.
- Understanding of duty of care arising from the relationships between client and architects and consultants, employer and employees.
- Knowledge of the importance of practice CAD standards.
- Brilliant aptitude for 2D / 3D CAD and DTP, including, Revit, Sketch-up, V-ray and the Adobe suite
- Excellent written and spoken English.

Practice Support:

- Engage in the wider duties of the practice and assist in the maintenance of the office.
- Ensure studio standards and values are upheld
- Ensure studio and project administration is filled correctly and in the relevant place.
- Assist with submissions for bids, tenders, and competitions.

Personal Skills:

- Must have a can-do attitude.
- Strong team player
- Good methodical and analytical skills
- Ability to plan, manage and prioritise workload is essential
- Ability to work under pressure
- Must want to develop a career path within a small growing practice

REPORTING TO:

Director responsible for the project

LEVEL OF QUALIFICATION:

Qualified to RIBA Part 3 or equivalent overseas-approved qualification.
We do not currently offer sponsorship.

HOW TO APPLY:

To apply for this role please email your applications to info@wr-ap.com with the email subject line Part 3 Architect.

Your application should include:

- A short cover letter detailing your suitability for the role and notice period (if applicable)
- Evidence that you have permission to work in the UK in line with UK immigration requirements.
- A CV as a PDF attachment
- A sample portfolio as a PDF attachment with a maximum of 10 page
- Please ensure that you understand our practice values and studio culture.

Please note that attachments should not exceed 5MB in total.

Deadline for submission of applications is 1st March 2024.

Unfortunately, we are only able to respond to successful candidates.

WR-AP are an equal opportunities employer.