

# WRAP

## PART 2 – ARCHITECTURAL ASSISTANT JOB DESCRIPTION

**ROLE:** The purpose of the role is to contribute to the design and delivery of projects within the practice and provide general assistance to the practice team.

### KEY AREAS OF THE ROLE:

#### Design

- Carry out the detail design within the requirements of the project objectives and brief including drafting, sketching, model making and CAD work for the project.

#### Project Specific

- Prepare and maintain project drawings in compliance with WR-AP QA Systems.
- Research project briefs, materials and construction products
- Ensure the adequate integration of technical information and statutory requirements into design and production drawings.
- Prepare working design physical models
- Prepare drawings for planning, tender or construction purposes.
- Assist in drafting architects instructions and certificates
- Draft and amend concept, detail and technical designs.
- Assist with preparation of written specifications, where appropriate.
- Assist with administration of project information.
- Assist in the preparation of reports and documentation.
- Administer project related information in line with standards and procedures of the Practice.
- Co-ordinate and liaise with internal and external parties.
- Attend key meetings.
- Keep Project Architect/Director regularly updated on progress of work and/or anticipated problems.
- Ensure dialogue with team members.
- Ensure that personal training needs are met.

#### Technical Skills required

- Ability to produce coherent and well resolved architectural designs
- Awareness of building regulations and planning applications
- Awareness of technical standards, regulations and health & safety requirements
- Understanding of duty of care arising from the relationships between client and architects and consultants, employer and employees.
- Knowledge of the practice CAD standards.
- Good aptitude for 2D / 3D CAD and DTP

#### Practice Support

15 Teddington Business Park | Teddington | TW11 9BQ

Studio : +44 (020) 8050 5107

[wr-ap.com](http://wr-ap.com)

Registered as a Limited Company No. 11218587

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- Engage in the wider duties of the practice and assist in the maintenance of the office.
- Ensure studio standards are upheld
- Ensure studio and project administration is filled correctly and in the relevant place.
- Ad Hoc duties as and when required

### Personal Skills

- Strong team player
- Good methodical and analytical skills
- Ability to plan, manage and prioritise workload
- Ability to work under pressure

**Reporting to:** Director responsible for the project

**Level of Qualification:** Qualified to RIBA Part 2 or equivalent overseas-approved qualification.  
We do not currently offer sponsorship.

WR-AP are an equal opportunities employer.