

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.

SALARY BAND: 0-2 years' experience in practice: £28,000 - £32,000
2-5 years' experience in practice: £31,500 - £36,000

KEY AREAS OF THE ROLE:

Design

We are looking for a candidate that has experience of working on multi-unit housing schemes and the confidence and ability to work on several fast-paced projects concurrently, these can range from individual homes, schools, office fitouts and community buildings. The ideal candidate will be able to carry out the detail design within the requirements of the project objectives and brief including drafting, sketching, model making and CAD work for our projects. 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.
- 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

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Studio : +44 (020) 8050 5107

wr-ap.com

Registered as a Limited Company No. 11218587

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- Awareness of building regulations and how to submit planning applications
- Awareness of technical standards, regulations and health & safety requirements
- 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.
- Good 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.
- Ad Hoc duties as and when required

Personal Skills

- Must have a can-do attitude.
- 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.

HOW TO APPLY:

To apply for this role please email your applications to info@wr-ap.com with the email subject line Part 2 Architectural Assistant.

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.