

# WRAP

## PART 1 – ARCHITECTURAL ASSISTANT JOB DESCRIPTION

**ROLE:** The purpose of the role is to provide general design and administrative support to the practice and project teams in the various stages of design whilst progressing the professional experience under the RIBA's Professional Experience and Development Scheme.

### KEY AREAS OF THE ROLE:

#### Design

- Drafting and amending concept, detail and technical designs and production information by CAD and/or by hand.

#### Project Specific

- Prepare sketch, working or presentation models as required
- Assist in preparing presentation materials
- Assist with the integration of technical information and statutory requirements into design and production drawings, including assisting in the preparation of drawings for planning and building control approval, tender and construction purposes.
- Assist with the preparation of specifications and administration of project information
- Engage with team members.
- Ensure that personal training needs are met.
- Contribute to team goals and positive working environment

#### Technical Skills required

- 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
- Attend in-house and external CPD activities.
- Attend site meetings and observe relevant internal and external meetings.

#### Practice Support

- 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

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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## PART 1 – ARCHITECTURAL ASSISTANT JOB DESCRIPTION

- 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 1 or equivalent overseas-approved qualification.  
We do not currently offer sponsorship.

WR-AP are an equal opportunities employer.