



L U N G F I S H

Job Description

Post Title:	Project Architect	Salary:	£33,996-£46,008
Responsible to:	Lead Architect	Date:	June 2016

Job Purpose

To enhance the overall architectural offer by designing and running projects for the growth of the Lungfish portfolio.

Job Outline

1. Liaise with the Head of Design, Programme Design Manager and Lead Architect to ensure projects develop in line with a consistent drive for innovation, added value and good design
2. Lead projects and assist in the design of the Lungfish portfolio.
3. Responsible for the design, development and delivery of projects, taking responsibility for design decisions, technical detailing and meeting project deadlines.
4. Responsible for the development of internal protocol and procedures to continually improve the day to day workings of Lungfish as a professional practice.
5. Lead the compilation of reports and essential documentation for bids, expressions of interest and design awards.
6. Communicating schemes in a wide breadth of graphic media from 2D CAD to the latest photorealistic 3D software packages. The use of Revit and knowledge of working within the BIM environment is expected for this role.
7. Liaise with consultants and disciplines to ensure coordinated and well resolved integration of structural and building services solutions that protect the design and client's brief.
8. Research and understand tested, new and innovative materials and technologies, making informed decisions on their use and specification.
9. Keep abreast of current and new legislation and regulations as well as the design appointment process, risk management and contractual procedures.
10. Liaise with the Lead Architect to ensure projects develop in line with a consistent drive for innovation, added value and good design.
11. Be competent in the running of a project from conception to completion, where necessary identifying project and / or commercial risks and opportunities to the Lead Architect.
12. Ensure that projects are sufficiently resourced and meet targets.
13. Actively participate in CPD and support and mentor team members in their professional development

General Responsibilities

i) Training:

You will keep under review your own development needs and keep yourself informed of current issues within the context of the staff appraisal system. Where appropriate, you will contribute towards Scape Group's corporate objectives.

ii) Health & Safety:

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties, in accordance with the provisions of Health & Safety legislation, and Scape Group's Codes of Practice and Procedures.

You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by Lungfish and Scape Group or provided or issued by a third party for individual or collective use in the performance of your duties.

iii) Equal Opportunities:

Within resource constraints, you will ensure that you promote and deliver fair, sensitive and quality services to ALL existing and potential clients of Scape Group to comply with the Equal Opportunities Policy.

iv) Customer Care:

Within resource constraints, you will promote and deliver services in a way which is sensitive and responsive to those receiving such services, and be aware of and implement Scape Group's customer care policies.

v) Environmental:

You will work in accordance with Scape Group's Sustainability Policy and established office and work practices.

Other Duties

This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general area of responsibility and grade of post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Hours:

37 hours (Monday to Friday) but occasional evening and weekend working maybe required.

Car User Allowance:

The post carries an Essential Car User Allowance which is subject to an annual review.