

- Division:** Building Commercial Enterprise
- Post Title:** Assistant Designer RR355
- Evaluation:** 512 Points **Grade:** N7
- Responsible to:** Technical Team Manager
- Responsible for:** N/A
- Job Purpose:** To undertake technical duties relating to the delivery of architectural, landscaping or engineering management projects.
- Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.
1. Delivery of projects, including design, using knowledge of relevant architectural, landscaping or engineering practices / procedures and external legislation.
  2. Analyse and interpret varied and complex information to solve difficult architectural, landscaping or engineering problems including planning of the associated engineering activities.
  3. Responsible for meeting agreed deadlines that are regularly unpredictable, checking the accuracy of own work and that of others on a lower grade.
  4. Preparation of plans, correspondence, calculations, documents and reports.
  5. Communication of complex and contentious information to a range of audiences both orally and in writing.
  6. Represents the service area at meetings / working groups within Technical Services and liaison with organisations external to Technical Services.
  7. Provision of advice, guidance and training to staff on a lower grade.
  8. Carry out surveys, measurement and testing.
  9. Work on architectural, landscaping or engineering tasks under minimal supervision with defined areas of responsibility.
  10. Responsible for managing own workload and prioritising tasks.

11. Contribute to setting and monitoring of budgets including accountability for the effective expenditure of large budgets.
12. Use of Information Technology software associated with the architectural, landscaping or engineering tasks being undertaken including the preparation of architectural, landscaping or engineering drawings electronically.
13. Provision of advice and guidance regarding internal policy and external regulation relating to architectural, landscaping or engineering practices.
14. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
15. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.