



APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Principal Architectural Technologist

Vacancy ID: 011271

Salary: £37,890 - £39,880 Annually

Closing Date: 20/09/2020

Benefits & Grade

Grade M

Contract Details

Permanent

Contract Hours

37 hours per week

Job Description

We are seeking to appoint an enthusiastic, efficient and motivated individual to join the Architects Team within Design Services of Community Services and Transport.

Reporting to the Design Services Manager, you will be responsible for the delivery of a significant capital programme of design works that are predominantly education related. The appointee will also take the lead role in the development and management of the Architectural Design Team.

Candidates should have a relevant degree and experience. In addition the appointee will need to be proficient in the use of AutoCAD and demonstrate a sound Architectural background and knowledge. A knowledge in the preparation and supervision of contracts for buildings works would be an advantage.

Applicants should also be able to demonstrate a flexible and organised approach to their work and have good communication and interpersonal skills. Applicants should have experience of and be confident in the use of Microsoft Office applications and be particularly adept with Word, Excel and Outlook.


An online application form and further information is available from www.stockton.gov.uk/jobs.

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact Gary Laybourne, Design Services Manager on 01642 526910.

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: Community Services and Transport		Service Area: Design Services
JOB TITLE: Principal Architectural Technologist		
GRADE: M		
REPORTING TO: Design Services Manager		
1.	JOB SUMMARY: Principal Architect / Architectural Technologist responsible for the delivery of a significant capital programme of design works that are predominantly education related and taking the lead role in the development and management of the Architectural Design Team.	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
1	General <ol style="list-style-type: none"> 1. Support the Executive Management Team in the provision of effective management within the service area 2. To support and promote the Council's core values and corporate service standards and to communicate these throughout the team. 3. To carry out necessary consultations with other groups, sections, departments and organisations. 4. Provide effective management, to ensure: <ul style="list-style-type: none"> • Effective Project Director/Manager role, ensuring Project Managers deliver services, within any area of the Division; • Effective Project Management role for assigned projects; • Delivery of agreed target provision of quality services; • Development of employees; • Performance and Management information is provided as required; • Identifying areas and implementing actions to drive continuous improvement; • Identification of opportunities to effectively contribute to the Council's own, and its' partners, core objectives and outcomes within any area of the Council 5. To assist in the development of a culture which is consistent with the Council's vision of enthusiastic and forward looking partnership, and delivery of efficient and effective services within a Customer First environment. 6. The operation and participation as necessary, in the Council's emergency plan and callout procedures. 	

	<ol style="list-style-type: none"> 7. Assist in development and implementation of policies and strategies across the service area (i.e. Local Transport Plan, Service Delivery Plan, Access to Services and other Corporate Initiatives). 8. Ensure the timely preparation and submission of such documents and information as required by the Council and Central Government. 9. Support the Executive Management team in building relationships and influencing the actions and strategies of internal services and external agencies. 10. To ensure team compliance with Health and Safety legislation and in particular the CDM regulations and requirements for risk assessment/management.
<p style="text-align: center;">2</p>	<p>Post Specific</p> <ol style="list-style-type: none"> 1. To work as part of an integrated team responsible for delivering services in the following areas:- <ul style="list-style-type: none"> • Surveys of sites and buildings • Preparation of feasibility drawings and reports • Design, Administration and Supervision of works on major alterations, extensions or new builds to all building types • Preparation of Planning and Building Control submissions • Attendance at meetings as required including acting as departmental representative where appropriate • Preparation of periodic returns and reports • Checking and certification of accounts for payment on various contracts let by the department • Contribution to local plans, general improvement areas and development control procedures. • Project management and financial monitoring of individuals projects • Liaison with the Council's Capital Project Group on capital bids 2. To be responsible for the allocation of projects, monitoring and management of staff performance and the associated budgetary control. 3. To assist the Design Service Manager and Executive Management Team in the management, guidance and support of junior staff within the team. 4. To undertake the Lead Designer role and take responsibility for the effective delivery of complex projects and schemes, and to supervise resources (staff and financial) accordingly including other design disciplines. 5. To take reasonable care of your own health and safety and to co-operate with management so far as is necessary to enable compliance with the Authority's health and safety rules and legislative requirements. 6. To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post. 7. To undertake such other duties and responsibilities commensurate with the grading and nature of the post.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade M using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Job Description dated 24/08/2020



PERSON SPECIFICATION

Job Title/Grade	Principal Architectural Technologist	M
Directorate / Service Area	Community Services and Transport	Design Services
Post Ref:	POS005105	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> Educated to relevant degree level and/or holder of a recognised professional qualification by examination. 		Application form
Experience	<ul style="list-style-type: none"> Experience in completing complex, technical design projects to a high standard and to set deadlines. Experience in undertaking the Lead Designer role on complex projects. Experience in managing a multi-disciplinary design team. Experience in decision making, covering complex and varied service issues. Experience in maximising the contribution of team members. 	<ul style="list-style-type: none"> Experience in making presentations in a public setting and at Committee meetings and working parties. Experience in preparation of tender documentation and feasibility studies. 	Application / Interview
Knowledge & Skills	<ul style="list-style-type: none"> Ability to understand and communicate, both orally and in writing, complex technical issues. Ability to develop and implement service policies and strategies within a political environment. Ability to demonstrate customer sensitivity and awareness. 	<ul style="list-style-type: none"> Ability to use Revit software. 	

	<ul style="list-style-type: none"> • Ability to prioritise service issues and to balance implementation between personal involvement and delegation to others. • Knowledge of best value construction. • Knowledge of Statutory Legislation for construction related services. • Ability to supervise professional staff engaged in the particular service area for the authority. • Ability to manage and control capital and revenue budgets. • Ability to use AutoCad software and other relevant software. • Familiarity with and ability to adapt to Information Technology requirements. 		
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Demonstrate the Council's Behaviours which underpin the Culture Statement. 		Application / Interview
Other requirements	<ul style="list-style-type: none"> • Ability to benefit from training relevant to the post. • Willingness to work as part of a team. • Enthusiastic and hard working. • Ability to apply initiative. • High personal standards and self-discipline. • Interest in extending level of knowledge. • Able to travel independently across the borough. • Should be able to vary working hours to incorporate evening and weekend work as required. 		Application / Interview

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.