 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>	
<b>Directorate:</b> Community Services and Transport		<b>Service Area:</b> Design Services	
<b>JOB TITLE:</b> Principal Architect / Architectural Technologist			
<b>GRADE:</b> M			
<b>REPORTING TO:</b> Gary Laybourne			
1.	<b>JOB SUMMARY:</b>  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.	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>		
	1	<b>General</b>  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"><li>• Effective Project Director/Manager role, ensuring Project Managers deliver services, within any area of the Division;</li><li>• Effective Project Management role for assigned projects;</li><li>• Delivery of agreed target provision of quality services;</li><li>• Development of employees;</li><li>• Performance and Management information is provided as required;</li><li>• Identifying areas and implementing actions to drive continuous improvement;</li><li>• Identification of opportunities to effectively contribute to the Council's own, and its' partners, core objectives and outcomes within any area of the Council</li></ul>	

		<ol style="list-style-type: none"> <li>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.</li> <li>6. The operation and participation as necessary, in the Council's emergency plan and callout procedures.</li> <li>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).</li> <li>8. Ensure the timely preparation and submission of such documents and information as required by the Council and Central Government.</li> <li>9. Support the Executive Management team in building relationships and influencing the actions and strategies of internal services and external agencies.</li> <li>10. To ensure team compliance with Health and Safety legislation and in particular the CDM regulations and requirements for risk assessment/management.</li> </ol>
	2	<p><b>Post Specific</b></p> <ol style="list-style-type: none"> <li>1. To work as part of an integrated team responsible for delivering services in the following areas:- <ul style="list-style-type: none"> <li>• Surveys of sites and buildings</li> <li>• Preparation of feasibility drawings and reports</li> <li>• Design, Administration and Supervision of works on major alterations, extensions or new builds to all building types</li> <li>• Preparation of Planning and Building Control submissions</li> <li>• Attendance at meetings as required including acting as departmental representative where appropriate</li> <li>• Preparation of periodic returns and reports</li> <li>• Checking and certification of accounts for payment on various contracts let by the department</li> <li>• Contribution to local plans, general improvement areas and development control procedures.</li> <li>• Project management and financial monitoring of individuals projects</li> <li>• Liaison with the Council's Capital Project Group on capital bids</li> </ul> </li> <li>2. To be responsible for the allocation of projects, monitoring and management of staff performance and the associated budgetary control.</li> <li>3. To assist the Design Service Manager and Executive Management Team in the management, guidance and support of junior staff within the team.</li> <li>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.</li> </ol>

		<div><div>5.</div><div>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.</div></div> <div><div>6.</div><div>To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.</div></div> <div><div>7.</div><div>To undertake such other duties and responsibilities commensurate with the grading and nature of the post.</div></div>
3.	GENERAL	

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade 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.

	Name:	Signature:	Date
Job Description written by: (Manager)	Gary Laybourne	Gary Laybourne	24/08/2020
Job Description agreed by: (Post holder)	Mike Smith	Mike Smith	15/08/18

**Job Description dated 24/08/2020**



## PERSON SPECIFICATION


Job Title/Grade	Principal Architect / Architectural Technologist	
Directorate / Service Area	Community Services and Transport	
Post Ref:	0000186	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> <li>Education to relevant degree level and/or holder of a recognised professional qualification by examination.</li> </ul>		Application form
Experience	<ul style="list-style-type: none"> <li>Experience in completing complex, technical design projects to a high standard and to set deadlines.</li> <li>Experience in undertaking the Lead Designer role on complex projects.</li> <li>Experience in managing a multi-disciplinary design team.</li> <li>Experience in decision making, covering complex and varied service issues.</li> <li>Experience in maximising the contribution of team members.</li> </ul>	<ul style="list-style-type: none"> <li>Experience in making presentations in a public setting and at Committee meetings and working parties.</li> <li>Experience in preparation of tender documentation and feasibility studies.</li> </ul>	Application / Interview

Knowledge & Skills	<ul style="list-style-type: none"> <li>• Ability to understand and communicate, both orally and in writing, complex technical issues.</li> <li>• Ability to develop and implement service policies and strategies within a political environment.</li> <li>• Ability to demonstrate customer sensitivity and awareness.</li> <li>• Ability to prioritise service issues and to balance implementation between personal involvement and delegation to others.</li> <li>• Knowledge of best value construction</li> <li>• Knowledge of Statutory Legislation for construction related services.</li> <li>• Ability to supervise professional staff engaged in the particular service area for the authority.</li> <li>• Ability to manage and control capital and revenue budgets.</li> <li>• Ability to use AutoCad software and other relevant software.</li> <li>• Familiarity with and ability to adapt to Information Technology requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use Revit software.</li> </ul>	
Specific behaviours relevant to the post	<ul style="list-style-type: none"> <li>• Demonstrate the Council's Behaviours which underpin the Culture Statement.</li> </ul>		Application / Interview

Other requirements	<ul style="list-style-type: none"><li>• Ability to benefit from training relevant to the post</li><li>• Willingness to work as part of a team</li><li>• Enthusiastic and hard working</li><li>• Ability to apply initiative</li><li>• High personal standards and self-discipline.</li><li>• Interest in extending level of knowledge.</li><li>• Able to travel independently across the borough</li><li>• Should be able to vary working hours to incorporate evening and weekend work as required.</li></ul>		Application / Interview
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Person Specification dated 24/08/2020

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL	<b>KNOWN RISKS FOR THIS ROLE</b>
<b>DIRECTORATE:</b>	<b>SERVICE AREA: Design Services</b>
<b>JOB TITLE:</b> Principal Architect	
<b>GRADE: M</b>	
<b>REPORTING TO: Gary Laybourne</b>	

**The following are the known risks for this role, more than one may apply. Where there are no known risks this will be indicated.**

Known Risk	Yes/No
Is required to work at heights or on ladders	Yes
Is required to work in confined spaces or unusual environmental conditions where specialist equipment or breathing apparatus is needed	No
Is required to drive a Council vehicle or regularly transporting other person/clients/pupils in own vehicle as part of normal duties	No
Is required to drive an HGV/LGV/PCV/Minibus	No
Is required to undertake agriculture, horticulture or gardening work	No
At risk from noise that might affect an employee's health (will be required to wear ear protection)	No
Will be exposed to vibration likely to be above the exposure action level.	No
Is exposed to hazardous substances as detailed in Appendix 1	No
Is likely to be exposed to asbestos	No
Is at risk of a needle stick injury or human bite or could be exposed to blood, sewerage, bodily fluids.	No
May be exposed to lead or lead based products	No
Will handle food	No
Will require a health assessment for regular night working	No
Will be required to undertake the Display screen equipment training	Yes
Other known risks – please detail	N/A
No known risks associated with this role	No

**As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.**

Signature of Manager: Gary Laybourne

Date: 18/03/2022