Job Description

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| Company | Jordan + Bateman Architects Ltd (JBA) |
| Location | Unit 503 Metropolitan Wharf, 70 Wapping Wall, London, E1W 3SS |
| Role | Architect +5yrs |
| Line manager | Director |

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| Job purpose: |
| A specialist in the discipline of architecture, building design and construction. High level position requiring a high degree of independent decision making and professionalism. Within the authority limits delegated by the Director, is expected to be capable of assuming complete responsibility of all essential functions and key responsibilities. Directs, coordinates, and exercises functional authority for planning, organisation, control, integration and completion of assigned projects. Demonstrates advanced technical knowledge in architecture discipline and broad knowledge of architectural / engineering systems, architectural / engineering calculations, applications of architectural / engineering and construction methods and architectural / engineering application of computers. |
| Key responsibilities and accountabilities (will include but are not limited to): |
| Essential Functions:* Responsible for planning, scheduling, conducting and co-ordinating the technical and management aspects on assigned projects from start to finish, ensuring they match the needs of the Client and are functional, practical, safe and economical, whilst also managing the environmental impact.
* Produce feasibility reports, design proposals, detailed workings, drawings, specifications, calculations, forecasts, costings, presentations, reports, change orders, applications for planning and building control, tenders and other documents as required.
* Lead and manage staff on assigned projects.
* Participate in presentations, site visits, Client meetings, sub-contractor meetings and other meetings.
* Follow specific Health & Safety procedures at each project site.
* Extensive and independent contact and negotiation with Clients, sub-contractors and project field personnel, developing relationships, ensuring effective communication and co-ordination between all parties and striving to keep Client satisfaction at a high level.
* Resolve disputes and conflicts related to assigned projects and Clients.
* Accountable for the quality of service, progress and profitability on assigned projects.
* Demonstrate knowledge of construction methods and materials and the economics involved.
* Perform assignments independently with instruction as to the general results expected, with guidance from the Director and / or architectural / engineering specialists for unusual or complex problems.
* Provide advice, technical direction and on-the-job training to staff.
* Keep the Director informed of all circumstances that could affect projects or Clients.
* Analyse circumstances to recognise new business opportunities.
* Keep abreast of technological developments and attend technical and professional society meetings and seminars.
* Adhere to the RIBA Code of Professional Conduct.
* Adhere to JBA Policies and Procedures.
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Person Specification

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| Role –Architect  | Essential (E) or Desirable (D) |
| Education / Experience: |  |
| * Qualified Architect with over five years’ post qualification experience.
 | E |
| * Member of ARB / RIBA.
 | E |
| Personality: |  |
| * Keen interest in the built environment.
 | E |
| * A clear focus on high quality with an ability to critically assess own performance.
 | E |
| * Reliable, tolerant and determined.
 | E |
| * Well-presented and business-like.
 | E |
| * Sufficiently mobile and flexible enough to travel within the UK and overseas and work extended hours on occasions when required.
 | E |
| * Keen for new experiences, responsibility and accountability.
 | E |
| * Able to get on with people, develop working relationships, see things from other’s perspective and be a team player.
 | E |
| Job skills: |  |
| * Creative with excellent design and drawing skills across all types of buildings and environments.
 | E |
| * Well-developed knowledge and understanding of building and planning standards, local government responsibilities and controls.
 | E |
| * Strong visual awareness and an eye for detail.
 | E |
| * Advanced architectural / engineering technical knowledge and material specification.
 | E |
| * Knowledge and commitment to environmental good practice and sustainable construction.
 | E |
| * Excellent communication via all mediums.
 | E |
| * Organised and thorough with the ability to multi-task and work under pressure, to tight deadlines.
 | E |
| * Solution focussed, analytical and able to solve problems, ensuring appropriate action is taken.
 | E |
| * Able to demonstrate success and experience in managing a variety of complex projects to completion.
 | E |
| * Ability to lead by example, provide on the job training and manage staff assigned to projects.
 | E |
| * Experience of developing new business.
 | E |
| * Experience of tenders and bids.
 | E |
| Computer skills:  |  |
| * VectorWorks
 | D |
| * AutoCAD
 | E |
| * SketchUp
 | E |
| * Revit / BIM
 | E |
| * NBS SpecWriter
 | E |
| * Adobe Creative Suite
 | E |
| * Microsoft Office
 | E |
| Other: |  |
| * Willing to accept background screening and security vetting which may include but not be limited to previous employment, education and criminal history.
 | E |
| * Active promoter of equality and diversity.
 | E |