

Job Description

Company	Jordan + Bateman Architects Ltd (JBA)
Location	Unit 503 Metropolitan Wharf, 70 Wapping Wall, London, E1W 3SS
Role	Architectural Assistant Part I
Line manager	Director

Job purpose:

Specialising in the discipline of architecture, building design and construction. Is expected to be capable of assuming responsibility of all essential functions and key responsibilities, with guidance from others as needed. Assists with particular parts of projects, within parameters set by others. Demonstrates 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 (will include but are not limited to):

Essential Functions:

- Assist with projects as needed.
- Assist with the production of 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.
- Participate in presentations, site visits, Client meetings, sub-contractor meetings and other meetings.
- Follow the specific Health & Safety procedures at each site.
- Contact 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.
- Demonstrate knowledge of construction methods and materials and the economics involved.
- Perform assignments with guidance from others as needed.
- Keep the Director informed of all circumstances that could affect projects or Clients.
- 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.

Person Specification

Role – Architectural Assistant Part I	Essential (E) or Desirable (D)
Education / Experience: <ul style="list-style-type: none"> • RIBA Part I. 	E
Personality: <ul style="list-style-type: none"> • Keen interest in the built environment. • A clear focus on high quality with an ability to critically assess own performance. • Reliable, tolerant and determined. • Well-presented and business-like. • Sufficiently mobile and flexible enough to travel within the UK and overseas and work extended hours on occasions when required. • Keen for new experiences and responsibility. • Able to get on with people, develop working relationships, see things from other’s perspective and be a team player. 	E E E E E E E
Job skills: <ul style="list-style-type: none"> • Creative with excellent design and drawing skills across all types of buildings and environments. • Well-developed knowledge and understanding of building and planning standards, local government responsibilities and controls. • Strong visual awareness and an eye for detail. • Architectural / engineering technical knowledge and material specification. • Knowledge and commitment to environmental good practice and sustainable construction. • Excellent communication via all mediums. • Organised and thorough with the ability to multi-task and work under pressure, to tight deadlines. • Solution focussed, analytical and able to solve problems, ensuring appropriate action is taken. • Able to demonstrate experience of working on a variety of projects. 	E E E E E E E E E
Computer skills: <ul style="list-style-type: none"> • VectorWorks • AutoCAD • SketchUp • Revit / BIM • NBS SpecWriter • Adobe Creative Suite • Microsoft Office 	D D D D D E E
Other: <ul style="list-style-type: none"> • Willing to accept background screening and security vetting which may include but not be limited to previous employment, education and criminal history. • Active promoter of equality and diversity. 	E E