



Job profile

Architectural Assistant

Grade E/I

Group: Communities & Environment

Service: Council Housing, Design & Technical Services

Location: Civic Centre

Line Manager: Architect/Senior Architectural Assistant

Car User Status: Casual

Job Purpose

To undertake projects on an individual basis and/or assist in the provision of larger building project work.

The key roles of this post will include:

1. To implement the standards and policies of the service
2. To carry out individual projects within expenditure and time constraints.
3. To deal with other services, agencies and the general public.
4. To assist in project design and provide the management of pre-and post-contract project activities (including dealing with Contractors).
5. To undertake building surveys and/or establish property conditions and/or recommend remedial action.
6. Such other responsibilities allocated which are appropriate to the grade of the post.



Knowledge & Qualifications

Essential:

Knowledge

- Broad knowledge of construction methods, site practice and contract administration
- Knowledge of all Codes of Practice, Statutory Regulations and relevant legislation
- Knowledge of CPI & NBS
- Knowledge of CAD

Experience

- Experience of CAD

Qualifications

- Suitably Qualified to CIAT or RIBA Pt 2 Standard
- Computer Literate
- Car Driver

Desirable:

Experience

- Housing

Qualifications

- An appropriate degree



Competencies

Customer Focus

Puts the customer first and provides excellent service to both internal and external customers

Communication

Uses appropriate methods to express information in a clear and concise way to make sure people understand

Team Working

Works with others to achieve results and develop good working relationships

Making things happen

Takes responsibility for personal organisation and achieving results

Flexibility

Adapts to change and works effectively in a variety of situations

Learning and Development

Actively improves by developing and applying new skills and knowledge and learns from past experiences