**JOB DESCRIPTION**

**REGENERATION & NEIGHBOURHOODS DEPARTMENT**

# **JOB TITLE:** ARCHITECTURAL & SURVEYING TECHNICIAN

**DIVISION:** NEIGHBOURHOODS

**GRADE:** BAND 11

**RESPONSIBLE TO:** ARCHITECTS AND LANDSCAPES TEAM LEADER

**POST REFERENCE:**  106029

**Purpose of Post**

To function as a team player and assist the Architects and Landscapes Team Leader and Principal Architectural Technician in the provision of an efficient and effective construction and property related services to the sections clients.

1. The design, detail and control of Architectural and other Revenue and Capital projects.
2. The provision of professional and technical architectural advice and expertise to the Authority.
3. To survey and assess buildings and land, collating and analysing technical information in particular in relation to property floor plans, condition, suitability and sufficiency assessments and providing technical support to the property & asset management process.

**Key Relationships**

1. To liaise with clients at all stages of project delivery and in the provision of professional advice.
2. To liaise with all design staff in respect to multidisciplinary project delivery whether this is within the Building Design & Construction, Engineering Design & Management or external consultants.
3. Develop effective relationships within the authority at all levels.
4. Develop relationships with external agencies and organisations with a view to extending the client base.

**Main Duties and Responsibilities**

The post incorporates architectural, surveying and asset functions. The main duties and responsibilities are detailed below:

## The provision of professional and technical architectural advice and expertise.

1. To design, detail and control all Architectural and other Capital and Revenue projects allocated in accordance with the Section’s Procedure Manual and where appropriate to act as Lead Technical Officer including:-

* Inception including obtaining Client brief.
* Feasibility
* Survey
* Outline proposals
* Scheme design
* Detail design, Specification and Schedules in accordance with all statutory requirements
* Preparing information for the preparation of Bills of Quantities through tender stages and project planning
* Operations on site including safety considerations and Site Supervision
* Monitoring to satisfactory completion including defects liability period.
* Completion of Works and assisting in any negotiations leading to the verification of the final account.

1. To act as project manager for designated projects as directed by the Principal Architectural Technician and the Architects and Landscape Team leader.
2. Overseeing the work of and giving advice and instruction to staff and consultants allocated to assist in the performance of the duties.
3. Assisting the Principal Architectural Technician and the Architects & Landscapes Team Leader in the establishment monitoring and completion of Work Programmes.
4. In conjunction with the Quantity Surveyor’s Team, have an involvement in the preparation of, and ensuring the effective cost monitoring and control of both Capital and Revenue projects.
5. Carry out quality control duties on designated schemes
6. To inspect properties and prepare accurate floor plans identifying occupation details, measured areas, instances of ineffective, inefficient / uneconomic usage to support the Asset and Property management process.
7. To survey and collate technical information to support the Asset and Property management process, including space audits, condition surveys, suitability assessments and sufficiency assessments in liaison with building users.
8. Assist with the preparation of access audits to all Council and non-council assets
9. To contribute to the development and co-ordination of systems to support the production of the property management plans and relevant documents including procedures to update and maintain survey information.
10. Carry out annual property inspections in accordance with an agreed programme,
11. Assisting with the revision and provision of maintenance plans to all HBC properties including schools.
12. To utilise the ICT systems provided and to contribute to their future development.
13. To take a lead role in any support function as directed by the Principal Architectural Technician and Architects & Landscapes Team leader.
14. Preparation and presentation of reports for Council and other meetings.
15. Representing the Principal Architectural Technician and Architects & Landscapes Team leader.
16. Any other duties of a related nature which might reasonable be required or allocated by the Principal Architectural Technician or Architects & Landscapes Team leader.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: 27/01/2020