**JOB DESCRIPTION**

**REGENERATION & NEIGHBOURHOODS DEPARTMENT**

# **JOB TITLE:** PRINCIPAL ARCHITECTURAL TECHNICIAN – PROJECT MANAGER

**DIVISION:** NEIGHBOURHOODS

**GRADE:** BAND 12

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

**POST REFERENCE:**  107129

**Purpose of Post**

1. To function as a team player and assist the Architects and Landscapes Team Leader the provision of an efficient and effective construction, design and technical service to clients.
2. To act as the architectural lead within the Architects and Landscapes Team.
3. To undertake the design, detail and management of Architectural and other Revenue and Capital projects.
4. To provide professional and technical architectural advice and expertise to the Authority.
5. To project manage and lead the planning, coordination, implementation, execution, control and completion of larger, or more complex construction projects.

**Key Relationships**

1. The post holder will work directly with the Client / Project Commissioner in relation to major or complex schemes.
2. Act as the primary contract between all parties dealing with allocated projects including Council staff, head teachers, key partners, contractors, suppliers, members of the public, and other stakeholders.
3. To liaise with clients at all stages of project delivery and in the provision of professional advice.
4. Develop relationships with external agencies and organisations with a view to extending the client base.

**Main Duties and Responsibilities**

The post incorporates architectural and project management functions. The main duties and responsibilities are detailed below:

1. To create and deliver project work plans, revising as appropriate, to meet any changing needs and requirements of allocated schemes.
2. To identify resource requirements, assign responsibilities within the architectural project team, and manage day-to-day operational aspects of projects.
3. To ensure the maintenance, implementation and monitoring of appropriate project plans for the management of projects and to develop and manage risk registers, ensuring that project documentation is complete, current and appropriately stored.
4. To work closely with relevant stakeholders to ensure effective and efficient project delivery, facilitating excellent communication between stakeholders, contractors and other relevant parties.
5. To monitor and report on project progress to all stakeholders.
6. To implement and manage project changes and interventions to achieve project aims and objectives.
7. To undertake project evaluations and assess project outcomes.
8. To initiate and develop project management procedures and practices to improve service delivery, which ensure compliance with legislation and/or national standards.

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

1. To design, detail and manage all Architectural and other Capital and Revenue projects allocated in accordance with the Division’s Procedure Manual, and where appropriate, to act as Lead Designer.
2. Assisting the Architects & Landscapes Team Leader in the establishment monitoring and completion of Work Programmes.
3. In conjunction with the Quantity Surveyors’ Team, ensure effective cost monitoring and control of both Capital and Revenue projects.
4. Carry out quality control duties on designated schemes
5. 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.
6. 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.
7. Assist with the preparation of access audits to all Council and non-council assets
8. 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.
9. To utilise the ICT systems provided and to contribute to their future development.
10. Preparation and presentation of reports as required.
11. Representing the Architects & Landscapes Team leader or Infrastructure Manager.
12. Any other duties of a related nature which might reasonable be required or allocated by the Architects & Landscapes Team leader or Infrastructure Manager.

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: 12/02/2020