

JOB DESCRIPTION

Job title:	Architectural Assistant (Post Part I)
Reports to:	Associate/Branch Leader, Conwy
Location:	Conwy
Contract:	Fixed term for one year
Working pattern:	Full-time: Monday to Friday, 9.00 – 5.30 pm, with 1 hour for lunch, but with the need for flexibility according to business needs

Overview

Donald Insall Associates is one of the UK's leading names in the field of historic buildings and design of new buildings in sensitive locations. With over 50 years' experience and more than 150 awards, our clients benefit from a truly bespoke service. We employ 120 people from 7 strategically located UK offices. Further information can be found at www.insall-architects.co.uk.

Job Purpose

This role will provide support to the Conwy team for a variety of projects at different stages.

Duties and responsibilities include but shall not be limited to:

- Drafting and developing (with guidance from more experienced colleagues) high quality and fit-for-purpose drawings and client presentation materials (both by CAD, by hand and through 3D software such as SketchUp), ensuring that technical designs, production information and associated work is produced within agreed standards and timeframes.
- Supporting the team in making the best use of their time.
- Assisting with the integration of technical information and statutory requirements into design and production drawings, including assisting in the preparation of drawings for planning and building control approval, tender and construction purposes.
- Assisting in preparing and/or commissioning measured surveys and site reports as required.
- Attending and observing relevant internal/external meetings (including site meetings) with more senior members, taking notes as may be required.
- Undertaking basic research on architectural problems as directed by more senior team members, including the use of hard copy and electronic information management systems.
- Developing a good understanding of the Practice's Quality Assurance and Environmental Management (QA/EM) System and ensuring this is applied to the team's drawings/files, office administration and processes in line with the specified requirements throughout the job lifecycle.
- Attending in-house and external CPD activities to develop own knowledge and meet RIBA requirements, and also shadowing and observing other activities within the office in order to broaden own professional experience.

- To support the team in the storage and retrieval of electronic data and visual sources from digital cameras, transferring files to CD, shared drives etc., and supporting the preparation of PowerPoint presentations etc., as required.
- To support the smooth running of the Conwy office through liaising with the Chester team (providing support as may be needed at times of peak workload).
- Any other reasonable duties that may arise from the nature and character of the post, as requested by a Director, Associate or other designated team member.

Please note that job descriptions are not exhaustive, and the duties and responsibilities of the post may be amended from time to time, in consultation with the post holder.

Knowledge, Skills and Experience required

Essential:

- Qualification to RIBA Part I, with a minimum 2:1 degree, at least 2 A Levels, and GCSE grades C or above in Mathematics and English.
- Awareness of building technologies and environmental design and construction methods, and a keen interest in learning how these are applied to work projects.
- A good eye for detail and layout, with the ability to produce consistently high quality and fit-for-purpose drawings, both by hand and using CAD.
- Awareness of the technical standards, regulatory frameworks, health and safety and environmental management requirements governing the work of an Architect's practice, and the willingness to learn how these affect work projects.
- Good communication skills: able to listen, ask appropriate questions, and convey messages and information clearly and accurately, both orally and in writing.
- Good level of IT literacy, with a working knowledge of AutoCAD 2016, a working knowledge of Microsoft Office applications (Outlook/Word/Excel/PowerPoint etc.) and the ability to quickly learn new, bespoke in-house systems.
- Ability to work effectively as part of a small team, with a flexible approach in order to help the team meet client needs.
- Reliable and punctual, and able to plan and manage own time to deliver work to deadlines in a busy environment.
- Demonstrable interest in conservation/historic buildings, and a willingness to develop own knowledge of this area.

Desirable:

- Knowledge or previous experience using Photoshop or InDesign.
- Fluency in Welsh and English, both written and spoken.

Equal Opportunities

Donald Insall Associates is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

To apply for this role, please send an up-to-date copy of your CV along with a covering letter to erica.bomphrey@insall-architects.co.uk