

JOB DESCRIPTION

Job title:	Architect qualified with 2-3 years' experience
Reports to:	Director (but on a day-to-day level, responsible to an Associate Director and Associate)
Location:	Cambridge
Contract:	Permanent (subject to satisfactory completion of 3 month probation period)
Working pattern:	Full-time: Monday to Friday, 9.30am – 6.00pm, with 1 hour for lunch, but with need for flexibility according to business needs.

Overview

Donald Insall Associates is one of the UK's leading architectural practices in the field of conservation 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 around 100 people across 6 strategically located UK offices.

This role, is aimed at an individual seeking to develop a career within architecture focussing on conservation and building within sensitive settings. It may lead to promotional opportunities within the Practice, depending on performance. The employee will work as part of a growing team of 7 and will play a key role in ensuring the smooth running of the team's jobs from tendering, site operations and post contract administration. This architectural role requires an ability to work with minimum supervision to 'get things done', and will suit a focussed and motivated individual who has design, report writing and job running skills, with a view to further developing these in a challenging yet supportive environment.

Duties and responsibilities include but shall not be limited to:

- Planning, organising and executing accurate and fit-for-purpose drawings throughout the job, exercising judgement to appropriately include the contributions of other specialists, consultants and DIA team members where required.
- Facilitating and maintaining communication between the office, clients, client representatives and contractors on site: deciding the level of information that needs to go out, listening, asking questions and gaining consensus, reporting as necessary and following agreed courses of action to ensure successful delivery of all work.
- Juggling numerous priorities throughout the lifecycle of the job, maintaining a focus on present activity and future requirements, identifying risks or possible slippage, and recommending remedial action where necessary.
- Engaging, influencing and, where necessary, appropriately challenging people both internally and externally (clients/consultants/contractors) in order to work collaboratively to meet our clients' expectations in terms of time, finished product and budget.

- Engaging with clients in order to gain information and understand their needs. The ability to augment this with research to establish comprehensive, rational and effective briefs.
- Ability to interpret client briefs and to generate from them thoughtful, creative and innovative design solutions, which fully take into account complex historical, contextual and societal factors.
- Ability to present designs graphically and verbally at all stages of their development from concept to completion.
- Preparation of high quality drawn information to express the Practice's proposals to the best effect. A skill in hand drawing is advantageous.
- Carrying out desk based and field research including visiting external sources, collating information, structuring and writing reports of varying types, including Heritage Impact Assessments, Historic Building Reports, Conservation Management Plans, Maintenance Plans, Project Status Reports, etc.
- Ensuring all job related communications are undertaken to the required standard, including attending meetings, drafting correspondence, memoranda, reports etc. that are fit-for-purpose and in accordance with the Practice's documented Quality Assurance and Environmental Management (QA/EM) systems.
- Willingness to engage in activities to promote the Practice including attending networking events, exhibitions, social functions, etc. outside of office hours.
- Any other reasonable duties that arise from working within a small branch office and the nature and character of the post.

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:

- Strong academic record gained from an RIBA recognised university/architectural school, qualified Architect
- A demonstrable interest in the issues and challenges associated with conservation/historic buildings and new design in the historic environment
- A minimum of 2 years solid experience gained within a UK-based Practice, as an Architect, with the ability to demonstrate a successful record of personal responsibility and autonomous working in that role
- First rate design and technical skills and a strong knowledge and understanding of the role of working drawings (both manual and electronic)
- Excellent graphic CAD skills (preferably with experience of using AutoCAD LT2010) and IT proficiency including InDesign, MS Office, Photoshop, SketchUp
- Ability to work largely autonomously, on a number of simultaneous projects (within relevant parameters) to plan and deliver consistently high quality work on time and to budget
- Strong written and oral communication skills: able to convey messages with clarity and conviction, and to draft clear, accurate, grammatically correct and punctuated, written reports in fluent English, for a variety of audiences
- Well developed influencing and negotiation skills: able to engage and inspire others to work collaboratively towards goals, including colleagues, suppliers, contractors etc

- Able to quickly gain the confidence and support of a variety of people at all levels, and be able to deal with challenging situations in a confident, tactful and professional manner.

Desirable:

- Qualified to RIBA Part III, ARB registered.
- Previous experience working on historic building conservation projects.
- Good overall knowledge of traditional construction (e.g. stone/brickwork/lead/slate/timber).
- A minimum of 2 years solid experience gained within a UK-based Practice, with responsibility for (or significant contribution towards) running jobs (typically of value from £50,000 - £1,000,000) at all stages.

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.