

JOB DESCRIPTION

Job title:	Architectural Assistant (Post Part I)
Reports to:	Associate/Associate Director
Location:	London
Contract:	Fixed-term for up to 1 year, 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 the need for flexibility according to business needs.

Overview

This role sits within a small team but may be required to provide support to other teams as necessary in order to meet the needs of the business. Through rotating between several teams, the role holder will have the opportunity to learn from knowledgeable and supportive individuals, as well as developing his/her own knowledge and skills.

Duties and responsibilities include but shall not be limited to:

- Drafting and developing high quality and fit-for-purpose drawings and client presentation materials (both by CAD and by hand), ensuring that technical designs, production information and all associated work is produced to agreed standards, and within required timescales.
- 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 with more senior team members, taking notes as may be required.
- Attending site meetings with more senior team members and 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 supporting the team in ensuring that all drawings/files and associated processes are managed in line with the QA/EM 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.

- Any other reasonable duties that may arise from the nature and character of the post, as requested by a Director, the Senior Associate/Associate or other designated team members.

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

- Strong academics gained from a RIBA recognised university/architectural school, qualified to RIBA Part I level.
- 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 and images/renderings using SketchUp.
- Awareness of the technical standards, regulatory frameworks and health and safety requirements governing the work of an Architect's practice, and the willingness to learn how these affect work projects.
- Good communication skills: able to convey messages and information clearly and accurately, both orally and in writing.
- Good level of IT literacy, with a working knowledge of AutoCAD, SketchUp, InDesign and a working knowledge of Microsoft Office applications (Outlook/Word/Excel etc.). A good knowledge of Photoshop and Revit would also be desirable.
- Ability to work effectively as part of a team, with a flexible approach in order to support other teams as may be required.
- Reliable and punctual, with a sense of urgency: able to manage own time so that the role holder and the team can work effectively and meet deadlines in a busy and often pressurised environment.
- Demonstrable interest in conservation/historic buildings is essential.
- A working knowledge of BIM/Revit is desirable.

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.

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