

## **JOB DESCRIPTION**

Job title:	Architectural Assistant (Post Part II)
Reports to:	Associate/Associate Director
Location:	London
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.

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## **Overview**

The purpose of this role is to provide architectural support, primarily in the form of producing and amending AutoCAD based drawings to the team for a variety of projects at different stages. 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.

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## **Duties and responsibilities include but shall not be limited to:**

- Preparing and developing high quality and fit-for-purpose drawings and client presentation materials including 2D and 3D (both by AutoCAD and by hand), ensuring that technical designs, production information and all associated work is produced to agreed standards, and within required timescales.
- Establishing and integrating technical information and statutory requirements into design and production drawings, including preparing drawings for planning and building control approval, tender and construction purposes.
- Preparing written specifications and contract documentation, which may include assisting in drafting architects' instructions and certificates, ensuring that work is produced to a consistently high standard and in line with both RIBA and internal requirements.
- Preparing and/or commissioning measured surveys and site reports as required.
- Contributing to the work of the team by attending relevant internal/external meetings, which may include contributing agenda items as appropriate, and following through on action points as identified.
- Attending site meetings with more senior team members, contributing where appropriate and undertaking any other tasks as may be required in that site visits run smoothly and that a professional image of the Practice is maintained.
- Undertaking research on project briefs, materials and construction products and systems, including the use of hard copy and electronic information management systems.
- Preparing drawing issues and maintaining office and project files throughout the job lifecycle in accordance with the Practice's Quality Assurance (QA) System.

- Attending in-house and external CPD activities to meet RIBA requirements and to support own development, and also observing and work-shadowing other team members in order to broaden own knowledge of the Practice and professional experience.
- Any other reasonable duties that may arise from the nature and character of the post, as requested by the Director/Senior Associate or other designated architects or 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.

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### **Knowledge, Skills and Experience required**

- Strong academics gained from a RIBA recognised university/architectural school, qualified to RIBA Part II level.
- Ideally, at least 18 months' practical experience gained within an Architect's practice following completion of RIBA Part I.
- Good understanding of building technologies and environmental design, and ability to apply structural theories, construction techniques and processes to practical work.
- 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 AutoCAD and images/renderings using SketchUp.
- Knowledge of the technical standards, regulatory frameworks and health and safety requirements governing the work of an Architect's practice, and the ability to successfully work within these parameters
- Good communication skills: able to listen carefully to instructions (and be confident to ask for clarification where necessary), convey messages and information clearly and accurately, both orally and in writing.
- Strong planning and time management skills: able to work with a sense of urgency to plan own workload and deliver results in a frequently pressurised environment (responding positively to changes in requirements or schedules) to meet deadlines.
- Ability to maintain motivation when undertaking repetitive work (e.g. numerous updates of drawings), and be able to maintain momentum to successfully complete tasks, checking own work (and that of others) for consistency, highlighting any issues as they arise.
- 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/BIM/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.
- Demonstrable interest in developing knowledge and skills in the field of conservation/historic buildings is essential.

### **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.

