

# Job Description

Job Title	ARCHITECTURAL TECHNICIAN
Report to	Jane Chamberlain and Jonathan Saunders (Partners)
Location	Llandaff or Ledbury
Contract	Permanent, Full Time

## INTRODUCTION

Caroe and Partners was founded in 1884 and is a leading conservation architects' practice, with specialist skills in the conservation, repair and adaption of historic buildings and sites. We have branches in Wells, Llandaff and Ledbury.

We are passionate about the art of conserving and maintaining historic buildings, to delight and endure and to minimise intervention when repairing building fabric. We place great importance in approaching each project individually and providing an enthusiastic and personal service which involves every member of our team.

Our aim is to meet these aspirations while fulfilling our clients needs and meeting our financial goals.

## KEY OBJECTIVES OF THE ROLE

This is a key position in the practice with responsibility for assisting the team to ensure delivery of highest quality service to our clients and managing growth.

This role is primarily to provide the professional, technical and interpretative skills of a qualified architectural technician and other services which we offer such as one-off residential and regeneration. As such the role will be integral in the smooth running of jobs from conception through to tendering, site operations and post contract administration. The role is highly operational, client facing with account responsibility, the post holder will be required to manage projects and provide support to others.

As part of a small team the post holder has to be adaptable and able to work with and support colleagues where necessary.

## KEY RELATIONSHIPS

- Partners
- Colleagues in Llandaff/ Ledbury and other offices
- Clients
- Contractors
- Statutory authorities

**DUTIES AND RESPONSIBILITIES include but not limited to the following.**

- Work closely with Jane Chamberlain and Jonathan Saunders to ensure delivery of high quality service to our clients.
- Leading on projects which will entail producing drawings, securing planning permissions, undertaking contract administration and reporting back to clients
- Client liaison to ensure satisfaction and providing professional advice in line with legal requirements
- Monitoring the progress on projects and inspecting completed building works
- Carrying out surveys and preparing records for existing buildings and sites
- Carrying out tasks completely and professionally within determined timescales and financial budgets
- Help manage growth in the Llandaff office and wider practice.
- Build good working relationships with current and future clients and stakeholders
- Provide regular reports to Partners meetings as appropriate including possible attendance.
- Mentor other employees on projects where appropriate
- Helping the partners to create and maintain a positive and successful office culture.
- Any other reasonable duties that arise from working within a small office and the nature and character of the post.
- At all times uphold the reputation and standing of the Practice

**KEY PERFORMANCE INDICATORS:**

As this is a new function KPIs are subject to change. However, within the first twelve months it is expected that you will be measured against:

- Profitability of the Project Management function
- Feedback from clients and employees – this may be in the form of ‘satisfaction assessments’
- Success of the integration of the service offering to the Practice and its business as a whole

KPIs will be formally reviewed by the partners at three, six and twelve months from the start date.

**KEY CHALLENGES**

- Interpreting the sensitivities of conservation work
- Managing and delivering a number of time sensitive projects
- Assisting in the growth of the firm

## **KNOWLEDGE AND SKILLS**

- Full qualification as an Architectural Technician from a recognized university/architectural school
- Relevant professional memberships, e.g. CIAT
- Proven post qualification performance with a sound knowledge and understanding of all UK planning and building legislation and its application.
- First rate design and technical skills and a strong knowledge and understanding of the role of working drawings (both manual and electronic)
- A demonstrable interest in the issues and challenges associated with conservation/historic buildings and new design in the historic environment.
- Proven ability and evidence of working with historic buildings and conservation issues.
- Proven direct responsibility of end-to-end job running,
- Good overall knowledge of traditional construction (e.g. brickwork/lead/slate/timber).
- Sound working knowledge of AutoCAD, with the ability to produce a high volume of consistently high quality and accurate work.
- Ability to 'hit the ground running' and to work with little supervision and 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.
- Able to provide guidance and support to colleagues.
- Ability to maintain focus on the big picture and achieve results (without losing sight of the details) through timely completion of all associated job activities e.g. site inspections details, paperwork etc.)
- Good budget understanding and control.
- Strong problem solving skills; able to think ahead and spot potential obstacles, work effectively when faced with ambiguity, and devise appropriate solutions and see these through to ensure that projects remain on target both in terms of timescale and fee.
- Engaging, cheerful and inspirational interpersonal skills.
- Proven team player.
- Well developed influencing and negotiation skills.
- 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