



<b>Job Title</b>	<b>Project Architect (Oxford)</b>
<b>Location</b>	Oxford (with work in London Office as required)
<b>Reporting To</b>	Senior Architects, Architectural Associates and Group Director of Architecture

<b>Job Summary</b>	<p>As a Project Architect, you will be responsible for architectural design; co-ordination of Design Team &amp; contract administration for assigned projects; appointed commercial activities; and Business Development.</p> <p>You will focus upon the application of building science and technology on architectural, interiors and construction projects and be recognised as having specialist skills that enable you to manage the design process and to use your technical knowledge &amp; expertise to provide innovative and aesthetically pleasing solutions.</p> <p>As a Qualified and ARB Chartered Architect, you will be continually working to further enhance your knowledge in the application of design, building science and technology on architectural and construction projects.</p> <p>Key to the role is a focus on “delivery” and playing an active role in the delivery of our technical work - promoting and displaying technical competency in both BIM and Revit.</p> <p>In addition, you will have experience in negotiating and managing the development of a construction project.</p> <p>You will also have negotiated and managed aspects of architectural and construction contracts, using traditional, partnering, design &amp; build and other appropriate methods.</p> <p>You will also recognise the significance of the post construction aspects of the project – Soft Landings, etc.</p> <p>As an architectural professional, you must adhere to your Codes of Conduct.</p>
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<b>Job Content</b>	
<p><b>1. <a href="#">Managerial Input:</a></b></p> <p>Deliver the culture of the company and the company values:</p> <p><b>Frankham’s Vision (2019):</b> We will become our client’s first choice and be known as the leading specialist in each of our areas of expertise.</p> <p><b>Values:</b></p> <p><b>S</b> Safety &amp; Well Being  <b>P</b> People Growth &amp; Development (Opportunity) Support local communities  <b>I</b> High Quality Service  <b>R</b> Integrity &amp; Respect  <b>I</b> Innovation  <b>T</b> Team Work</p>	<b>10%</b>

**What matters to us:**

- S** Health and safety overrides all other concerns. Safeguarding a person's health and well being and getting the right balance between work and home life.
- P** Creating opportunities for our people to make best use of their talents, develop new skills and know-how and advance their career. We want our people to reach their full potential at Frankham. Creating opportunities for people to join and develop at Frankham. Provide support to the communities in which we work.
- I** Providing a service to consistently high-quality standards and to continuously strive to improve on them. Understanding and satisfying our client's needs and expectations at all times and putting those needs ahead of our own.
- R** Acting in a professional, reliable, honest, truthful and accurate way. Respecting, encouraging and valuing different points of view and diverse backgrounds.
- I** Being curious, valuing learning, bringing new ideas to the table and seeking to find a smarter way. Positioning ourselves as thought leaders in our field.
- T** Work constructively and productively as one team both within Frankham and externally towards a common goal.

Assist the Group Director of Architecture, Architectural Associates and Senior Architects, and work with other Project Architects and Senior / Project Technologists as part of an architectural teams and:

- Assist in ensuring that our projects meet all relevant technical and professional standards on a regular and consistent basis
- Be accountable to some external / internal clients in the project management of our work
- Assist in managing the delivery of our architectural and multi discipline work, to meet and generally exceed our clients' expectations in terms of brief, service innovation, overall quality of work, value for money and delivery to planned timescales
- Work within architectural teams to achieve continuous improvement in technical quality and innovation in all work produced
- Assist in planning & managing architectural and multi discipline resources on projects and proactively identify & resolve resourcing issues
- Assist in determining when Supply Chain sub-consultants will be required on our projects and, with the support of the Group Director of Architecture / Architectural Associates / Senior Architects, manage and obtain agreement to project briefs, commercial and legal contracts with third parties
- Be part of a wider Team, with responsibility for developing, owning, communicating and putting into practice ideas to improve the performance of the architectural team, the Architectural Profit Centre, the Architectural Division, and the Frankham Group
- Participate in and, as required, hold regular and formal Project team meetings
- Actively participate in architectural team meetings.
- Assist in managing individual Client's workloads, Partnering Agreements and Framework Agreements, as required
- Assist in controlling and monitoring work, to ensure quality of service and service innovation are achieved
- Assist in controlling and monitoring work, to ensure our clients' briefs and delivery programmes are achieved
- Have a working knowledge and utilise our Business Management System, QMS System, Industrial Relations Framework and HR policies
- Have a working knowledge of the Frankham Consultancy Group policies, procedures and working practices

70%

**2. Project Delivery:**

Play a role in the technical delivery of the work by the architectural team and assist in delegating responsibility for delivery of technical elements to other members of the architectural team.

Delivering your "own" architectural and / or multi discipline projects (up to £5 million in construction value); assist in multi discipline project delivery teams on larger projects (above £10 million in construction value); and lead / work with other project architects on medium sized architectural projects (£5 million to £10 million) through the following key delivery stages:

- **Project Inception:**
  - Assessing the needs of clients and users and agreeing the project brief;
  - Recognising the significance of the design stage and how it underpins the construction project;
  - Evaluating and advising upon environmental and regulatory legal requirements affecting the project and obtaining initial approvals;
  - Producing and evaluating feasibility studies;
  - Assessing and managing survey requirements and managing / producing surveys.
- **Project Planning:**
  - Developing project briefs and design / delivery programmes;
  - Managing Statutory & Regulatory health and safety requirements on projects;
  - Liaising with, and producing documentation for, Statutory Authority approvals.
- **Design Process:**
  - Preparing & presenting design proposals with hand drawn & electronic presentation methods;
  - Leading & working within a project team to deliver a detailed design process and fully co-ordinated detailed project design;
  - Developing the project design, researching problems and producing, developing and advising upon innovative solutions;
  - Producing, analysing and advising upon specifications, materials selections and detailed design solutions in relation to performance and production criteria;
  - Liaising with and producing documentation for Statutory Authority approvals;
  - Producing, managing, controlling, coordinating and integrating design & production information.
- **Contract Management:**
  - Ensuring continual compliance with design, legal, statutory and professional requirements;
  - Programming schedules and undertaking stage inspections;
  - Administering various building contracts and undertaking project certification;
  - Managing project handover;
  - Gaining feedback from and de-briefing clients and users;
  - Undertaking appraisals of building performance in use and producing, developing and maintaining maintenance management information systems;
  - Evaluating & advising upon buildings refurbishment, repair, reuse, recycling & deconstruction.
- **Professional Practice:**
  - Providing professional guidance and decision making to clients, users, other designers and construction teams;
  - Undertaking structured Continuing Professional Development;
  - Developing individual skills within the parameters of Group CAD software, including 3D visualisations, and assisting with the progression of Group CAD systems and promoting & displaying technical competency in both BIM and Revit;
  - Working to deadlines & fee scales determined by others.
  - Working such hours as required to achieve deadlines.
- **Technical Competence:**

You will assist the Architectural Team, Group Director of Architecture, Group Managing Director, other members of the Design Leadership Team, other Group managers, and the Business Development Team to ensure the technical competence of our projects.

You will:

- Have sufficient technical knowledge and experience (minimum of 5 years of professional practice post ARB Certification) to be able to work with architectural and multi discipline teams effectively on technical delivery; the quality assurance of their work; and be highly credible to our clients and all professional teams that work with on behalf of Frankham;
- Ensure that your project work meets all relevant technical and professional standards on a consistent basis and to a high standard;
- Ensure the technical and design requirements of your projects are met and attain compliance with all relevant technical, health & safety and environmental standards;
- Input into the technical nature of our work and take an appropriate approach to technical

outputs;

- Assist in the scoping of client briefs, to ensure accuracy, appropriateness and completeness;
- Ensure that our clients' briefs are fully understood and confirmed before being accepted;
- Play an active role in the delivery of our technical work - promoting and displaying technical competency in AUTOCAD, Revit and BIM;
- On projects up to £5 million in construction value, be responsible for the personal delivery of the technical work in its entirety, promoting and displaying technical competency in AUTOCAD, Revit and BIM;
- Have a working knowledge of Frankham Consultancy Group policies, procedures and working practices;
- Deliver Frankham projects to the satisfaction of our clients, profit targets and agreed standards;
- Ensure that your work is delivered in such a manner that deadlines are met; end to end processes are managed and continually improved; delivery is to a high technical standard, well presented and compliant with current standards and legislation - so meeting the operational, financial and commercial targets of set project Business Plans, particularly with respect to health & safety, quality & environment, operational delivery, productivity, customer service and making profit.

10%

### **3. Commercial Activities:**

You will work closely with the Architectural Commercial Controller / Office Manager, Group Director of Architecture, Architectural Associates, Senior Architects and Frankham SMT, in the commercial management of our jobs.

You will:

- Assist in maximising value generated by Frankham, by assisting in the management our architectural & multi discipline team delivery of our projects, to achieve or exceed gross margin targets and generate cash flow by accurate and timely project client invoicing;
- Proactively promote and carry out the Frankham 'Client Pledge' with customers, to ensure timely payment of invoices;
- Respect performance of the Frankham 'Client Pledge' and ensure it is carried out effectively;
- Be fully conversant with Workbench and the interpretation of Workbench Reports;
- Understand and assist in managing fees relative to RIBA works stages, and understand Workbench procedures and reporting on individual schemes, including profit and loss;
- Assist in controlling and monitoring work, to ensure that your projects are set-up on Workbench; that budgets are set and agreed with the Group Director of Architecture; and ensure that your time is accurately recorded against your projects;
- Control and monitor progress on your projects, to ensure delivery timelines and budgets are met;
- Assist in ensuring that architectural & multi discipline teams resolve issues and manage change;
- Take instructions from & liaise with clients of your projects, ensuring that relevant Change Control Forms are generated as required;
- Ensure Change Control procedures are agreed with our clients before Variations are carried out;
- Assist the Architectural Commercial Controller in the management and updating of the Revenue Forecast on a weekly basis;
- Assist the Architectural Commercial Controller in the update of all Architectural projects on Workbench on an ongoing basis;
- Assist the Architectural Commercial Controller in the update of the Pipeline spreadsheet on all incoming projects and opportunities on a weekly basis;
- Liaise with the Architectural Commercial Controller in respect of change in programme/fee drawdowns/completion of works, etc on an ongoing basis;
- Assist the Group Director of Architecture and Architectural Commercial Controller in updating Board Reports, Sales vs Business Plan, Resource Schedules, PCM Sheets and WIP monthly as required;
- Report to your designated Line Manager and Group Director of Architecture on a weekly basis, as to your resource availability, progress of your projects, and job profitability.

10%

### **4. Business Development Activities:**

You will assist in the development of new business opportunities, working closely with the Architectural Team, Group Director of Architecture, Group Managing Director, other members of

the Design Leadership Team, other Group Managers and the Business Development Team to prospect for new clients.

You will:

- Work with the Group Director of Architecture, Senior Management Team and Marketing & Business Development teams to prepare and submit high quality competitive Expressions of Interest, PQQs, ITTs and fee bids;
- Produce website news, case studies and other marketing content for all projects worked upon;
- Participate & lead in the preparation & pricing of Bids and ensure that timely and effective bidding for new work is always progressed and actioned to maximise the potential for winning new work;
- Give input into PQQs and fee bids (and as required lead) with full understanding of estimating and gross margin requirements;
- Deliver content for Expressions of Interest, PQQs, fee bids, Case Studies and other marketing material, to ensure that new Pipeline work is continually secured;
- Work closely with and assist the Group Director of Architecture and Frankham Senior Management Team in the development of new business opportunities and repeat business;
- Assist in the development and growth of the Division and Group, in line with the Architectural Business Plan;
- Maintain relationships with key customers and influencers, to promote the Frankham brand and support growth ambitions;
- Develop collaborative relationships with other team members in the Frankham business, to deliver our portfolio of projects.

## Job Requirements/Person Specification

### PREVIOUS EXPERIENCE

You will have:

- Obtained a first & second degree and RIBA Part III (or equivalent approved).
- An enthusiasm to develop your design and technical skills and a real interest in the Architectural profession.
- A minimum of 5 years of professional practice post ARB Certification.
- An understanding and business knowledge of the Architectural field.

### TECHNICAL KNOWLEDGE AND SKILL

You will have:

- Experience in CAD / REVIT / BIM, in a recognised Industry Standard Format, including 3D graphics and presentation relevant basic software (update training will be given as required).
- REVIT and AutoCAD skills (update training will be given as required).
- BIM Level 2 experience (training will be given as required).
- An established skill of maintaining good client relationships, being competent in client management as a tool towards developing future business.

### EDUCATIONAL REQUIREMENTS AND PROFESSIONAL QUALIFICATIONS

You will have:

- First and Second degrees (amounting to exemption to RIBA Parts I & II) and RIBA Part III or equivalent.
- ARB Certification.

### PERSONAL QUALITIES

Key Attitudes and Behaviours:

- A positive working attitude with good communication skills and flexibility in thoughts and actions;
- Commercial awareness in both the type of work undertaken and the level of responsibility accepted;
- Be enthusiastic, pro-active, flexible and adaptive in achieving team goals, targets, and change requirements;
- Able to collaborate with other team members;
- Provide other junior members with a clear sense of purpose and direction, helping to stimulate a productive team climate where members participate and feel involved;
- Put cases across with impact and conviction, whilst presenting facts clearly and logically;
- Provide feedback and encourage others to contribute ideas and opinions;
- Project a strong sense of confidence and ability to handle difficult situations and achieve successful results;
- Display persistence, determination and energy in overcoming obstacles;
- Understand business activities & relationships across the Market Sector and the wider Frankham Group and promote our Company brand and views;
- Support commercial policies, by understanding gross margin performance needs and be able to read and understand contracts;
- Ability to put together and deliver logical and influential presentations;
- Be confident in professional communication with both external and internal customers;
- Demonstrate effective working relationships with all disciplines.

This Job Description will be agreed between the Job Holder and your Line Manager and amended & developed in the light of developing experience. It will also be used as the basis for the determination of objectives.

### **Chain of Responsibility**

Reports to Senior Architects, Architectural Associates and Group Director of Architecture.