



<b>Job Title</b>	<b>Senior Architectural Technician/Technologist</b>
<b>Location</b>	Oxford (with work in London Office as required)
<b>Reporting To</b>	Architectural Associate(s) and Group Director of Architecture

<b>Job Summary</b>	<p>As a Senior Architectural Technician/Technologist, you will be specialising in the application of building science and technology to architectural and construction projects.</p> <p>You are recognised as having specialist skills enabling you to manage the design process and use your technical knowledge and expertise to provide innovative solutions. In addition, you will also have experience at negotiating and managing the development of a construction project.</p> <p>You will be negotiating and managing all aspects of architectural and construction contracts, whether it is using traditional, partnering, design &amp; build or other methods. You will also recognise the significance of the post construction aspects of a project.</p> <p>As an architectural professional, you will adhere to your Code of Conduct.</p>
--------------------	---

<b>Job Content</b>	<b>%</b>
--------------------	----------

### 1. **Managerial Input:**

Deliver the culture of the company and the company values:

**Frankham's Vision (2019):** We will become our client's first choice and be known as the leading specialist in each of our areas of expertise.

**Values:**

- S** Safety & Well Being
- P** People Growth & Development (Opportunity) Support local communities
- I** High Quality Service
- R** Integrity & Respect
- I** Innovation
- T** Team Work

**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.

**5%**

- T Work constructively and productively as one team both within Frankham and externally towards a common goal.
- 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 and Architectural Associates; work with other Senior Architects and Senior Technologists; and lead Project Architects and Project Technologists to develop your own talented architectural teams and:

- Ensure that our projects meet all relevant technical and professional standards on a regular and consistent basis
- Be accountable to external and internal clients for the project management of our Team's work
- Manage 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
- Drive our architectural teams to achieve continuous improvement in technical quality and innovation in all work produced
- Plan & manage architectural and multi discipline resources on projects and proactively identify & resolve resourcing issues
- Determine when Supply Chain sub-consultants will be required on our projects and, with the support of the Group Director of Architecture and Architectural Associates, manage and obtain agreement to project briefs, commercial and legal contracts with third parties
- With the Group Director of Architecture and Senior Management Team, recruit, train and appraise staff and ensure that our architectural team has the correct volume and blend of technical, project management skills and experience to deliver current and future workloads
- Develop and implement training and recruitment plans to achieve and maintain a required blend of professionals, as agreed with the Group Director of Architecture and Architectural Associates
- Be part of a wider Management 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 team management meetings
- Actively participate in architectural team meetings.
- Manage individual Client's workloads, Partnering Agreements and Framework Agreements, as required
- Control and monitor work, to ensure quality of service and service innovation are achieved
- Control and monitor 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

## 2. Project Delivery:

80%

### **Project inception** – Assisting with:

- Assessing the needs of clients and users and agreeing a project brief
- Recognising the significance of the design stage and how it underpins a 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 producing surveys

### **Project planning** – Assisting with:

- Developing project briefs and design programmes
- Managing health and safety
- Liaising with and producing documentation for statutory approval authorities

**Design process:**

- Preparing and presenting design proposals using CAD techniques and traditional methods
- Working within a team to produce the detailed design process and co-ordinating detailed design information
- Developing the project design, researching problems and producing, developing and advising upon innovative solutions
- Producing, analysing and advising upon specification, materials selection and detailed design solutions in relation to performance and production criteria
- Liaising with and producing documentation for statutory approval authorities
- Producing, managing, controlling and integrating design and production information

**Contract Management** – Assisting with:

- Ensuring continual compliance with design, legal, statutory and professional requirements
- Programming schedules and undertaking stage inspections
- Administering contracts and project certification
- Managing project handover
- Gaining feedback from and de-briefing client and user
- Appraisal of building performance in use and producing, developing and maintaining maintenance management information systems
- Evaluating and advising upon refurbishment, repair, reuse, recycling and deconstruction of buildings

**Professional Practice** - Assisting with:

- The progression of the Group CAD systems.
- Providing professional guidance and decision making to clients, users and design/construction teams
- Undertaking structured Continuing Professional Development
- Working to deadlines & fee scales determined by others.
- Working such hours as may be required to achieve deadlines.
- You will also be expected to develop individual skills within the parameters of the Group CAD software, including 3D visualisations as required.

**Technical Competence** - Working closely with architectural teams, the Group Director of Architecture, Group Managing Director, other members of the Design Leadership Team and other Group managers and business development team to ensure technical competence in relation to projects, you will:

- Ensure the technical and design requirements of projects and attain compliance with the relevant technical and health, safety and environmental standards.
- Be active in assisting with the scoping of briefs with clients and delivering a brief.
- Assist in ensuring that client briefs are fully understood and confirmed before acceptance.
- Have a working knowledge of the Frankham Consultancy Group policies, procedures and working practices.
- Deliver individual projects to the reasonable satisfaction of clients, profit targets and agreed standards.
- Ensure that all work is delivered in such a manner that deadlines are met; end to end processes are managed and continually improved; and delivery is technically good, well presented and complies with current standards and legislation, to meet the operational, financial and commercial targets of the Business Plan - particularly with respect to safety, quality and environment, operational delivery, productivity, customer service and profit.

**CAD/Revit Lead Input:** - Working closely with architectural teams, the Group Director of Architecture, Group Head of Technical Development, and CAD/Revit Leads across the Group, you will:

- You will lead in preparing and compiling CAD/Revit and other tools for project design requirements and associated information in accordance with FCG CAD/Revit standard and BS1192, BS19650 part 1 &2.
- You will lead on Coordination of project delivery files (Model/Layout) including clash review reporting and information as requested by project team.
- You will Act as Architectural CAD/Revit helpdesk – technical, functionality of the software, one to one training and supervision of all CAD/Revit technician and junior staff within the team.
- You will assist in Updating, Maintaining, Producing and keeping up to date with all CAD/Revit

standards, symbols, Revit families, line types, layering system for the team.

- You will assist in Producing and maintaining CAD/Revit templates and setting project CAD/Revit projects.
- You will assist in management of available resource for the preparation and delivery of CAD/Revit deliverables with the team and document control, quality checks of all Models/Layouts (drawing) within the team.
- You will attend (if required) CAD/Revit user group meetings to advice issues, problem solving tools that can use by other users for delivery of CAD/Revit files etc.
- You will assist in Support and provide up to date and updated information to Group Head of Technical Development.
- You will also be expected to develop individual skills within the parameters of the Group CAD software, including 3D visualisations as required.

### 3. Commercial Activities:

10%

Working closely with the Architectural Commercial Controller / PA / Office Manager and Group Director of Architecture in relation to commercial management of jobs - you will:

- 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 architectural projects on workbench on a weekly basis.
- Assist the Architectural Commercial Controller in the update of the Pipeline spreadsheet with all incoming projects and opportunities on a weekly basis.
- Assist in revising Pipeline probable figures / spread on Workbench on a weekly basis.
- Liaise with the Architectural Commercial Controller, with regards to change in programmes / fee drawdowns / completion of works on a weekly 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 on a monthly basis as required.
- You will report to a designated Line Manager and Group Director of Architecture on a weekly basis, advising on your resource availability, progress of projects and job profitability.

### 4. Business Development Activities:

5%

You will be pro-active in the development of new business opportunities working closely with the Architectural Team, Group Director of Architecture, Group Managing Director, the other members of the Design Leadership Team, the Managing Director Frankham Design, and other Group managers and business development team to prospect for new clients - you will:

- You will participate in the preparation and 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 with full understanding of estimating and gross margin requirements.

## **Job Requirements / Person Specification**

### PREVIOUS EXPERIENCE

A minimum of 10 years experience or comparable work experience within the building / construction environment both off and on site.

A detailed understanding and thorough business knowledge of the Architectural field.

### TECHNICAL KNOWLEDGE AND SKILL

Experience in CAD capability in a recognised Industry Standard Format, including 3D graphics and presentation relevant basic software (training will be given as required).

Able to deliver projects to a minimum of BIM Level 2 standard.

An established skill of maintaining excellent client relationships, being competent in key client management as a tool towards developing future business.

### EDUCATIONAL REQUIREMENTS AND PROFESSIONAL QUALIFICATIONS

Suitable technical based qualifications, or equivalent by experience.

Working towards or registered with MCIAT, TCIAT or similar.

### PERSONAL QUALITIES

A positive working attitude with good communication skills and flexibility in a dynamic role within an established Architectural team.

You will report directly to a dedicated Line Manager and Group Director of Architecture.

Commercial awareness and a flexible attitude to both the type of work undertaken and the level of responsibility accepted.

This job description will be agreed between the job holder and Line Manager.

This job description will be amended and developed in the light of experience. It will also be used as the basis for the determination of objectives.

### **Chain of Responsibility**

Reports to Architectural Associate(s) and Group Director of Architecture