



Senior Architect (Oxford)

Location: Oxford (with work in London office as required)
Reporting to: Architectural Associates and Group Director of Architecture

As a Senior Architect, you will be responsible for architectural design; co-ordination of Design Team & contract administration for assigned projects; key commercial activities; and Business Development.

You will specialise in 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 & expertise to provide innovative and aesthetically pleasing solutions.

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.

Key to the role is a focus on "delivery" and playing an active, mentoring and lead role in the delivery of our technical work - promoting and displaying technical competency in both BIM and Revit.

In addition, you will have a good working knowledge and experience of negotiating and managing the development of a construction project.

You will also have negotiated and manages all aspects of architectural and construction contracts, using traditional, partnering, design & build and other appropriate methods.

You will also recognise the significance of the post construction aspects of the project – Soft Landings, etc.

As an architectural professional, you must adhere to your Codes of Conduct.

Job Responsibilities

1. Managerial Input

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

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

Delivering your "own" architectural and / or multi discipline projects (up to £10 million in construction value); lead 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 work 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 ensure the technical competence of our projects.
- Have sufficient technical knowledge and experience (minimum of 10 years of professional practice post ARB Certification) to be able to advise and lead 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 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 projects are met and attain compliance with all relevant technical, health & safety and environmental standards.
- Give input and guidance into the technical nature of our work and take an appropriate approach to technical outputs - delivering this as an individual as well, if required.
- Lead 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 and lead role in the delivery of our technical work - promoting and displaying technical competency in AUTOCAD, Revit and BIM.
- On projects up to £10 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 all 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.

3. Commercial Activities

- You will work closely with the Architectural Commercial Controller / Office Manager, Group Director of Architecture, Architectural Associates and Frankham SMT, in the commercial management of our jobs.
- Maximise value generated by Frankham, by managing 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.
- Delegate performance of the Frankham 'Client Pledge' to other architectural & multi discipline team members and ensure it is carried out effectively.
- Be fully conversant with Workbench and the interpretation of Workbench Reports.
- Understand and manage fees relative to RIBA works stages, and understand Workbench procedures and reporting on individual schemes, including profit and loss.
- Control and monitor work, to ensure that projects are set-up on Workbench; that budgets are set and agreed with the Group Director of Architecture; and ensure that time is accurately recorded against projects.
- Control and monitor progress on projects, to ensure delivery timelines and budgets are met.
- Lead architectural & multi discipline teams to resolve issues and manage change.
- Take instructions from & liaise with clients, 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 resource availability, progress of projects, and job profitability.

4. Business Development Activities

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

- 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.
- Develop and maintain relationships with key customers and influencers, to promote the Frankham brand and support growth ambitions.
- Develop collaborative relationships with other team leaders and managers in the Frankham business, to deliver our portfolio of projects.

Job Requirements/Person Specification

Previous experience:

- 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 10 years of professional practice post ARB Certification.
- A detailed understanding and thorough business knowledge of the Architectural field.

Educational requirements and professional qualifications:

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

Technical knowledge & skill:

- Excellent 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).
- Excellent REVIT and AutoCAD skills (update training will be given as required).
- A minimum of BIM Level 2 experience (training will be given as required).
- An established skill of maintaining excellent client relationships, becoming competent in key client management as a tool towards developing future business.

Personal qualities:

- 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.

Benefits & Initiatives

Frankham offer excellent benefits and initiatives, including:

- Incentive Scheme.
- Car Benefit Scheme.
- Work From Home.
- Health Insurance - cash plan.
- Flexible working scheme.
- Long service award.
- Frankham Friday.
- Cycle-to-work scheme.
- Life assurance.
- Annual leave inc. sell, buy & carry-over.
- Annual season ticket loan.
- Generous maternity & paternity pay.
- Employee introduction awards.
- Professional qualification support.

About Frankham Group

Frankham is a top 50 multi-disciplinary consultancy with over 40 years of experience, providing a full range of design and consultancy services to the built environment.

At Frankham we have a dedicated and knowledgeable team of industry experts, all with diverse abilities, striving to provide high quality solutions to all our clients. The company strives to improve the surroundings in which we all live and work. We have held an Investors in People accreditation since 2011 and currently hold gold accreditation.

Our belief is simple – use intelligent ideas to create human benefits. From environmentally sustainable buildings to individual commissions, our projects have one thing in common, they improve peoples' lives.

You will be stepping into a dynamic, and meritocratic environment, where your voice and input will be heard. We have an 'open door policy', allowing easy access to the senior minds in the business. We are a business committed to providing people with opportunities to achieve their career goals.

Our vision is to become the leading privately owned consultancy in the South of England, differentiating ourselves from the large corporates, being a best place to work and a leader in the market in each of our disciplines.