Role Definition

Job title: Architect – Head of design
Reporting to: Senior Partner

Responsibilities

- To understand the design project
- To prepare, and develop where required, drawings, models, images and other documents relating to the design
- To assist where required in the co-ordination of the internal design team
- To take responsibility, where required by the senior parner for specific areas of the design and project development
- To liaise, where appropriate, with members of the external design team and other associated organisations or companies
- To have thorough knowledge of and compliance with gtp srl procedures and standards
- To contribute, or otherwise assist, as required

Qualities & skills required
Essential

- Previous experience working in an architectural practice
- Ability to understand and formulate design decisions and present for discussion
- Ability to use a variety of media in the development and documentation of a design project
- Good interpersonal skills and the ability to work well in a team
- Ability to take initiative in response to direction or instruction
- Ability to work well under pressure and meet deadlines efficiently
- A flexible and open attitude towards new ways of working and commitment to independent, life long learning
- Excellent written and spoken English language skills
- Excellent oral and written presentation skills
- Able to manage sensitive and sometimes confidential information

Desirable

- Understanding of the architects role in the co-ordination and integration of project information and management
- Ability to assist with the management of junior assistant architects on the team
- Understanding of financial aspects of running a design project on time and on budget
- Ability to use some of the following: Office, AutoCad,

This job description reflects the core activities of the role although there will be changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work.