

## Role Definition

**Job title:** Architectural Assistant

**Reporting to:** Head of design of the current project on a day to day basis and ultimately to the Senior Partner

## Responsibilities

- To prepare, develop and edit, under the guidance of the project leader or nominated architect, drawings, models, images and other documents relating to the design
- To seek to understand the design project
- To develop, where required, representations of design options for further discussion by the design team
- To have thorough knowledge of and compliance with gtp srl procedures and standards
- To contribute, or otherwise assist, as required by the Project Leader or GroupLeader, or Head of design

## Qualities & skills required

### Essential

- Able to demonstrate ability to undertake the above responsibilities
- Evidence of a good design understanding e.g. a good design portfolio
- 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
- A flexible and open attitude towards new ways of working and commitment to independent, life long learning

### Desirable

- Ability to take initiative in response to direction or instruction
- Evidence of the ability to understand design decisions taken by others
- Ability to work well under pressure, and meet deadlines efficiently and effectively
- budgetAbility to use some of the following: Office, AutoCad, Photoshop

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.