

## Job description:

### Senior Architect

**Reports to:** Studio Director

**Based at:** London / Manchester

**Purpose:** To work within a studio leading on medium to large scale projects.

#### Key responsibilities

##### Project responsibilities

- Lead on the design and delivery of projects of any size and/or take a senior role within a large team
- Establish and document project requirements clearly
- Work independently on feasibility studies
- Contribute to project design and technical reviews
- Assist with financial management and resourcing of projects
- Assist with bids, competitions and interviews for new work
- Maintain good relationships with clients, consultants and contractors
- Co-ordinate design work as necessary with other consultants
- Produce design and technical drawings
- Produce presentation material and reports
- Be responsible for compliance with Levitt Bernstein processes on projects, including the Project Quality Plans
- Maintain project primer as appropriate
- Other tasks as reasonably required from time to time.

##### Non project duties

- Assist with dissemination of specialist project knowledge and mentoring of less experienced staff as appropriate
- Assist with submissions for bids, tenders and competitions
- Ability to manage multiple project deadlines and prioritise tasks effectively within teams
- Assist with recruitment interviews
- Contribute feedback during the annual staff appraisal process
- Attend and contribute to studio and Practice wide meetings and working groups
- Keep up to date with the work of the Practice
- Manage personal CPD.

##### Skills

- Ability to prioritise workload and meet deadlines
- Good design eye and drawing skills
- Ability to communicate ideas both verbally and visually
- Knowledge of UK legislation, planning, construction and health and safety
- Knowledge of Revit
- Knowledge of Adobe packages.

**Qualifications**

- RIBA Part III or equivalent overseas qualification
- Registered with ARB.