

**Job Code: 728**      **Architect**

**Reporting to:**      Regional Technical Director

**Purpose:**              To produce house type working drawings and estate layouts

---

#### **Achieving Results**

- Produce accurate drawings as required, on time
- Ensure drawings meet building control, and planning regulations
- Liaise with colleagues to ensure designs meet clients brief
- Provide the necessary technical knowledge to ensure designs meet current and future legislation
- Liaison with other disciplines and consultants to ensure the best design solution is achieved
- Ensure designs meet the development brief
- Ensure designs achieve the greatest efficiency

#### **Managing the Process**

- Keep abreast of innovative design solutions and new materials
- Keep abreast of current legislation and housing standards
- Produce accurate drawings on time
- Health and Safety - All employees have a statutory duty to look after their own safety and to give due consideration for the safety of others. Employees also have specific responsibilities as set out in the Company Health and Safety Policy.
- Equality & Diversity - All employees must comply with the Company Equality and Diversity Policy, ensuring that at all times behaviour is fair and non-discriminatory.
- Review and research housing designs in the wider market

#### **Serving the Customer (Internal and External)**

- Ensure tender design satisfies employer's requirements
- Provide technical support to the design team and wider business
- Ensure delivery of drawings and details to colleagues to meet project time-scales
- Ensure drawings meet construction department needs regarding clarity of information
- Resolve design issues in a timely manner

#### **Delivering Quality**

- Carry out research and development on new innovations and materials
- Encourage innovative cost effective design solutions
- Ensure planning and building control issues are addressed by the Design Team by keeping abreast of changes in legislation

- Ensure drawings meet planning and building control requirements
- Ensure drawings meet Code for Sustainable Homes requirements
- Liaise with technical department to ensure technical solutions are incorporated into construction details
- Ensure customer feedback is noted, learned from and where necessary implemented

<b>Technical Skills and Knowledge</b>
---------------------------------------

	Basic	Intermediate	Advanced
Contracts and contract documentation			
Construction materials			
Design			
Construction methods and technology			
Environmental legislation and issues			
Planning techniques			
Procurement			
Management systems			
Health & Safety			
Negotiation			
Value Creation			
Microsoft Word			
Microsoft Excel			
Microsoft Power Point			
Microsoft Outlook			
AutoCAD			
Power Project			
Photoshop			
Sketch Up			

## TRAINING MATRIX

A training matrix for this role, which includes all the compulsory training which is required, is published on the People Development site in INSITE. Full course descriptions explaining the content of these courses are also available on INSITE.