

LOVELL

J O B D E S C R I P T I O N

JOB TITLE:

Senior Architect / Technician

DEPARTMENT:

Lovell Partnership Homes–Technical Department

LOCATION:

Glasgow

MAIN PURPOSE OF THE JOB - Summary of the main reason why this job exists.

To assist the Design Manager in successful delivery and management of the architectural pre-construction design process in conjunction with all technical team members from inception through to the end of the construction phase.

DUTIES - The fundamental tasks of the job are:-

- Layout design using both standard and bespoke unit types and proposals.
- Efficient delivery of Planning Applications, Building Warrants and associated consents to meet agreed programme timescales.
- Provide additional efficient, buildable house type layouts, components and detailing as required.
- Typical/standardisation of construction details and component schedules.
- Review and update the standardised specification taking cognisance of Lovell standard private product updates and individual RSL's requirements where social units are proposed.
- Liaise with commercial, procurement and construction departments to produce cost effective design details.
- Liaising with external sub-contractors and suppliers such as timber kit manufacturers ensuring alignment of details and coordination of all technical design information.
- Day to day job running of projects and management of external architectural services where required.
- Continued liaison with external architects to ensure compliance with Lovell Design Standards, Statutory Authorities requirements and the relevant procedures outlined in the technical manual.
- Architectural workshops/CPD/product updates.
- Review and identification of suitable materials for each project in conjunction with other sectors of the business (procurement and commercial).
- Follow the technical design process from site identification to completion.
- Attend technical and site progress meetings to provide input on site queries and project updates/progress as required.

AUTHORITY - The job-holder's authority is:

The post holder has the authority and discretion to carry out all duties and necessary decisions regarding architectural services in agreement with the Design Manager.

CONTACTS/LIAISON:

Internal: Design Manager, Technical Manager, Development Director, Construction Director/Managers, Commercial Director, Buying Dept, Supply Chain..

External: Design Team, Client, Supply Chain, Local Authorities, Legislative Bodies

REPORTING TO:

Design Manager

EMPLOYEES REPORTING TO THIS POSITION:

Design department personnel

TARGETS - What, or how much, the job-holder is expected to achieve.

See duties.

RESPONSIBILITIES:

- Assist the Design manager to ensure delivery of planning consents and warrants in line with the business programme and advise progress.
- Ensure delivery of accurate, cost effective design information for costing and construction.
- Liaise with clients and ensure designs reflect the client's requirements.
- Attend and lead community engagement events where required.
- Attend and minute design team meetings and coordinate with all departments in the transfer of site specific information.
- Assist the Design manager during the pre-construction design process in conjunction with all technical team members through to contract award and onto the construction phase.
- Provide technical support to internal and external teams.
- Support the Design Manager with preparation new land enquiry/bid information.
- To assist in obtaining and collating of the pre-start information for internal issue prior to site start for construction, client and sales handover.
- Input on the effective implementation and use of the document management system and thereafter maintain the technical directory with current drawings.
- Assisting in the CDM process as required.
- Liaise with regulatory authorities including Local Council planning, building standards, and registered social landlords, addressing and resolving any issues arising.
- Agree the specification with commercial ensuring the specification has been fully appraised and highlighting areas which differ from the Private or RSL specification, ensuring agreement and sign off internally or with the RSL/client as required.
- Ensure compliance and checking process of contractor design elements such as timber kit, window schedules, lintels etc.
- Liaise with consultant engineers and architects where issues arise with information or unexpected site conditions are experienced; resolve issuing updated information to all parties for action.
- Ensure effective working with the engineers taking a holistic approach. Ensure alignment of the drawing package, plots are handed effectively and all other designs are overlaid for compliance such as landscaping, utilities etc.
- To provide the Design Manager with regular progress and reports on individual sites and advise of any issues that may require further investigation or attention.
- Carry out all reasonable actions to assist all departments in the smooth and profitable running of the company.
- Identify potential design improvements during the design and construction period of the developments.
- Maintain a strong team and external client and customer focus.
- Anticipate problems and modify plans accordingly.
- Ensure RFI's are monitored and actioned timeously.

- Ensure the business is kept up to date with changes in legislation and the product is updated accordingly.

QUALIFICATIONS/RELEVANT INDUSTRIAL EXPERIENCE REQUIRED:

- Full working knowledge of local authority standards, and the Scottish Building regulations
- Experience in liaising and coordinating with Architects, Clients, Sub-contractors, Supply Chain
- Advanced experience in design utilising AutoCAD, SketchUp and Photoshop is essential for the delivery of the Design Information packages.
- A degree level qualification in an associated discipline.
- Ability to communicate with Lovell staff at all levels.
- Ability to manage workload and prioritise either within a team environment or working on their own initiative ensuring that at all times an organised structure is applied and agreed dates are met.
- Health and safety awareness.
- Good management, communication and organisational skills are essential.
- Good organisational skills
- Negotiation skills
- Good presentation skills

This post may be subject to health surveillance.

SIGNED (JOB HOLDER):

DATE: