

Reporting to: Architect**Purpose:** To produce architectural design, planning, presentation and working drawings.

Achieving Results

- Carry out allocated tasks competently and professionally within determined timescales, financial budgets and fee/cost targets.
- Provide effective support and assistance to other members of the team, as directed.
- Liaise with colleagues to ensure the clients requirements are met
- Liaise with external consultants to ensure the most efficient and best design solutions are achieved
- Continually improve technological knowledge and best practices
- To seek to understand the design project.
- Assist in the achievement of Business Plan objectives and targets.

Managing the Process

- Carry out administrative tasks relevant to the production of architectural information such as reprographics, issue of drawings, filing
- Produce accurate and well-conceived drawings as required
- Ensure drawings meet Local Authority planning policy requirements and adhere to building regulations
- Ensure drawings are completed, filed and issued in accordance with department standards
- Attend tender and land-bid adjudication meetings as required
- Work with the commercial team to ensure efficiency within engineering and layout designs
- AutoCad and Photoshop skills are essential, ability to use some of the following programs is favourable Illustrator, InDesign, Word, Excel, Outlook, PowerPoint
- Ability to use a variety of media and programs in the development and documentation of a design project
- To contribute, or otherwise assist, as required by the Project Leader

- To be able to carry out allocated tasks on an individual basis and not afraid to make decisions where necessary and required
- Work as part of a team to ensure delivery targets are met for scheme and business related activities
- Carry out site visits.
- 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.

Service First

- Good interpersonal skills and the ability to work well in a team
- Liaise with other Lovell Departments, external consultants, clients, and local authorities
- Attend meetings when required
- To attend external Client meetings including design briefs, pre-planning application workshops, best-value and value Engineering workshops

Delivering Quality

- A flexible and open attitude towards new ways of working and commitment to independent, lifelong learning
- Ensure drawing and information production is completed in accordance with project programme.
- Excellent presentation skills are required.
- To contribute to the operation and development of the Business Management System (LIMS) to ensure the continuous improvement of quality assured services/products for clients.

Technical Skills and Knowledge

	Basic	Intermediate	Advanced
Microsoft Word			
Microsoft Excel			
Microsoft Powerpoint			
Knowledge of this role's industry best practices			
Organisational skill			
CAD (AutoCAD to version 2013)			
Photoshop			
Sketchup, Illustrator and Indesign			
CITB CSCS Card or be prepared to obtain			

Training Matrix

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