eco Design Consultants
Chartered Architects and Environmental Consultants

Eco Design Consultants
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Job Description

Architectural Assistant

Role Profile	
Job Title	Architectural Assistant
Location	Milton Keynes
Type	Full time
Responsible to	Director

Purpose of the Role

The purpose of this role is to support the team in the delivery of projects by undertaking a range of architectural duties including preparation of surveys plans, specifications and drawings to enable the effective and timely delivery of best value services that comply with all statutory requirements and specified environmental standards.

The purpose of this Job Description is to indicate the general level of responsibility of the post. It is pointed out however, that the detailed duties may vary from time to time. The following will be reviewed at the annual Staff Appraisal.

Duties

Architectural:

1 To prepare, develop and edit, under the guidance of the project leader or director drawings, models, images and other documentation relating to projects.

2 To produce design or technical information in accordance with an agreed programme of work.

3 To report regularly on progress and communicate any potential technical or design problems in a timely fashion to the appropriate individual.

4 To visit site and attend site meetings and project team meetings as and when necessary.

General:

7 To maintain agreed technical and design standards in line with office policy.

8 To be aware of current technical developments and legislation and implement as required.

9 To undertake training or further development as part of a programme of Continuing Professional Development.

10 Undertake the duties of the Project Leader in accordance with those procedures when so designated.

11 To undertake any additional duties commensurate with the level of the post.

12 Adhere to company's QA, CDM and H&S procedures and ensure that project files are maintained in accordance with practice standards, as appropriate.

Personal Specification

Professional Skills
Excellent design skills, with the ability to meet the clients design brief and budget Sound practical knowledge of building regulations, ideally in relation to housing To have a sound knowledge of CDM and H&S requirements
IT and other competencies
Good command of AutoCad, Sketch-up, office systems (word, Excel) Efficient and organised with good time management skills Ability to work alone or as part of a team.
Communication
Ability to use a variety of media to ensure work is presented well, including report writing Good interpersonal skills
Other Skills
Be passionate about the environment, ideally with an understanding of Passivhaus The ability to be self-motivated and willing to take responsibility Be a good team worker but happy to spend periods of time working alone A flexible and open attitude towards new ways of working and commitment to independent, lifelong learning