



Job Outline

Job Title:	Architectural Technologist / Technician
Company:	OSG Architecture Ltd
Location:	Faversham, Kent
Line Manager/s:	
Hours of Work:	8.30am to 5.30pm Mon – Thurs 8.30am – 2.00pm Fri (extra hours may be requested of if a project demands it.)
Number of direct/indirect Subordinates:	
<p>Job Overview: (Description of the role and how the role fits into the organisation overall)</p> <p>The role will involve working collaboratively with the lead architect from conception to technical design and will include development and detailing, construction technology, sustainability and creating inclusive environments. You will be working on projects across all RIBA stages.</p>	
<p>Main responsibilities:</p> <ul style="list-style-type: none"> • Provide leadership, management and direction in a manner consistent with OSG's core values. • Ensure compliance with Codes of Practice and relevant legislation. • Contribute to planning applications and other regulatory application procedures • Assess what surveys (e.g. land surveys) are required before work can commence and ensuring such surveys are undertaken and their results fed into the project. • Deliver a quality design service that meets or exceeds customer expectations. • Ensure that projects are managed in a way that ensures the agreed rate of return is received. • Provide and maintain high standards of design, construction and contract management, and support the senior colleagues in maintain standards and ensuring compliance. • Prepare and check drawings and specification, for schemes technical accuracy and compliance with appropriate standards. • Meet with other professionals and clients at an early stage to agree on the project brief. • Evaluate and advising on environmental, legal and regulatory issues. • Liaise with appropriate authorities (e.g. planning enquiries and building inspectors) when producing documentation for statutory approval. • Produce, analyse and advise on detailed specifications for suitable materials or processes to be used. 	



- Carry out design-stage risk assessments.
- Administer contracts and project certifications.
- Develop project briefs and work on these as the project progresses.
- Prepare and present design proposals using computer-aided design (CAD), Revit and traditional drawing methods.
- Lead the detailed design process and coordinating design information.
- Advise clients on procuring the best and most appropriate contracts for the work they are undertaking.
- Manage the work of trainee technicians and contribute to the overall running of business.
- Provide architectural advice to clients
- Contribute to the achievement of the business plan objectives.
- Responsible for fee earning and invoicing and contribute to the achievement of business plan objectives and targets.
- Carry out duties appropriate to the grade of the post.
- Inspire a culture of excellence and continuous improvement, ensuring the delivery of demonstrable high-quality products and services which embrace quality standards.
- Assist in effective programming and monitoring of projects.

Knowledge and Skills:

HNC/HND in Architectural Technology

Knowledge of Word and Excel

PowerPoint and In Design Knowledge

Good Revit Skills

Excellent AutoCad skills

Experience of planning work

Photoshop advantageous

Good Interpersonal Skills

Team Mentality

Attention to detail

Being able to work on own initiative as well as taking direction.