



Role Title	Architect		
Job Family	Property and Construction	Sub Category	Architecture
Behaviours	<ul style="list-style-type: none"> Making Effective Decisions 	<ul style="list-style-type: none"> Managing a Quality Service 	<ul style="list-style-type: none"> Communicating and Influencing
Purpose	Provide specialist input and design advice on small to medium architectural works in a range of worldwide projects.		

Key Accountabilities

- Engage with clients and project sponsors to develop their brief and project requirements on small works or work packages to provide specialist knowledge where appropriate
- Lead the day to day design, management & implementation of small to medium projects to ensure timely delivery of projects within project fee budgets
- Provide professional design and technical advice on architectural works to assist customers and stakeholders
- Provide architectural & production information input to new build and refurbishment schemes
- Prepare design & tender drawings and specifications to meet procurement contract requirements
- Assist the Project Manager and / or FCDO Services Customer Contact Centre in developing fee proposals for project based work to develop accurate project fee budgets

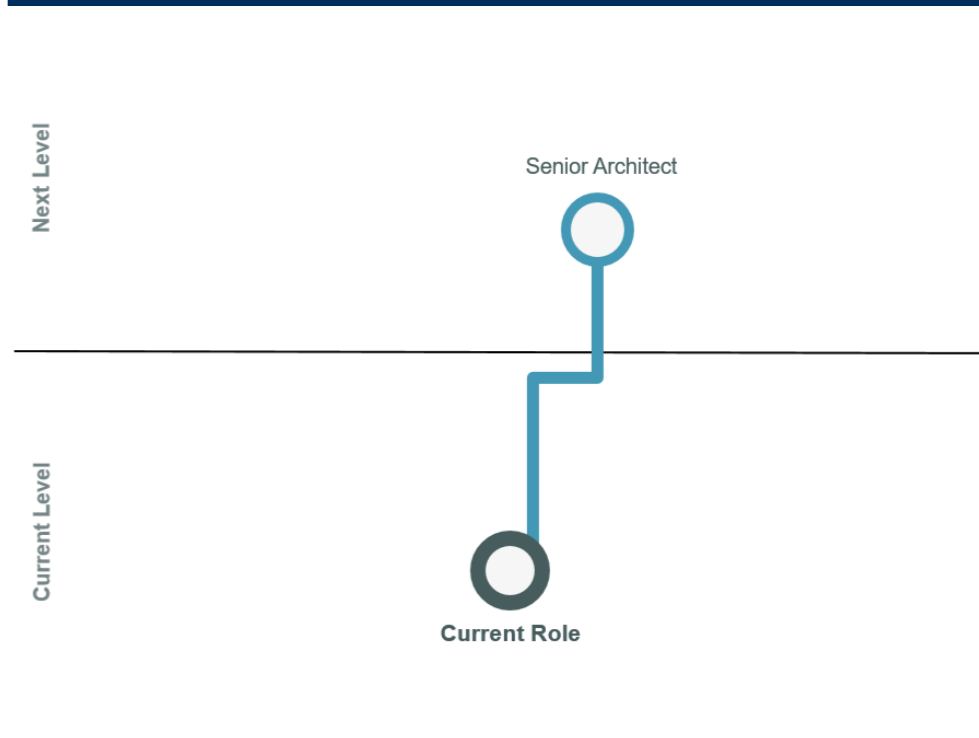
Authority and Scope

- Lead and Principal Designer on small and medium construction and refurbishment projects (typically £250K to £3M) through all stages of a project cycle from inception through design, tendering, on site supervision and completion
- Peer Review of RIBA drawings and specifications
- Provide mentoring and coaching for trainees and more junior staff
- Travel worldwide including to fragile states. Travel to conflict zones by agreement
- Manage own time through accurate time recording returns

Internal and External Communications

- Project Board, stakeholders and end users to capture requirements and to present designs and revisions
- Other PSC teams to gain input to design as needed
- External contractors for quotes and input to design
- Liaise with customers and stakeholders at a senior level including Ambassadors, DHMs and High Commissioners at Post to ensure needs are understood and met
- Liaise with Overseas Security Managers and Technical Works Supervisors/Officers to incorporate their requirements into any design

Potential Next Career Moves



Skills

- Draft/author professional/technical documents
- Analyse, interrogate and evaluate data
- Site Surveys
- Contract Management policies and processes
- Developing RIBA stage 0-2 Concept Designs
- Coordinating and developing RIBA stage 3 & RIBA stage 4 drawings & specifications
- Professional RIBA stage 1-2 Feasibility report writing

Qualifications, Knowledge and Experience

- Essential**
- ARB Registered Architect, with post qualification experience on a range of sizable new build and refurbishment projects
 - Current UK building Regs and Health & Safety legislation knowledge
 - Design Software: NBS, AutoCAD, Revit, Microsoft suite: Word, Excel and Project
 - Must be able to demonstrate experience on projects across all RIBA stages 0-7
 - Ability to work autonomously on Projects

- Desirable**
- Understanding of FCDO Services financial and commercial processes
 - Understanding of the operation of the FCDO estate
 - Specialist knowledge in sustainability
 - Experience in the security sector
 - Foreign language skills
 - Knowledge of NEC contract & design & build procurement
 - Photoshop