



Role Profile

Role Title	Senior Architect
Business group and team	Engineering & Operations – Professional Service Centre (PSC)
Job Purpose Overview	<p>Located in central London at the Foreign, Commonwealth and Development Office (FCDO), although with regular requirements for overseas travel, you will be part of a successful and professional team responsible for the delivery of architectural services to a wide range of construction projects and programmes.</p> <p>The Architect's projects will typically comprise new build or refurbishment works to a broad variety of diplomatic buildings around the world. Specific tasks will include giving professional advice, undertaking surveys, producing design solutions, including drawings and specifications of work, producing tender documents and managing contractor performance on site.</p> <p>The role requires the ability to work on an individual basis and as part of multi-disciplinary team. A flexible working approach is also necessary as there is often a need to react, sometimes at short notice, to the changing needs and events that impact on the FCDO's overseas estate.</p> <p>The role provides opportunities to work on some iconic and unique buildings, and to experience the construction industry in a broad range of cultures. The role requires a willingness to continually develop your own skills and that of your team. This is achieved through regular training and effective collaboration with your colleagues.</p>
Organisational position	The job holder will be part of the Architecture and Interior Design Team within PSC. PSC is a multi-disciplined design office that also includes project managers, building services engineers, structural engineers, security designers and surveyors. PSC deliver construction and technology related projects predominantly on the FCDO overseas estate.

Date Updated	February 2021		Updated By	HH / SS	
Current / Applied Grade	TPB6	Job evaluation date	TPB6	Confirmed grade	
Level of Security Clearance	SC DV		DV		
JOB RESPONSIBILITIES					

The Senior Architect will have the following responsibilities:

Project Delivery

- Work individually or as part of a team to ensure projects are delivered safely and securely.
- Lead multi discipline teams through all stages of project delivery, drawing on extensive experience in developing designs and solving complex technical issues.
- Lead design teams in the production of technical documentation, drawings and report production.
- Successful delivery of overseas projects, strong awareness and skills in terms of managing logistics, language and cultural differences are necessary
- Work effectively as part of a team to ensure work is delivered to defined standards.

Customer Focus

- Build and maintain relationships with FCDO Services key stakeholders and customers and in-house FCDO Services teams and resources.
- Preparation and dissemination of accurate, timely and consistent periodic project reporting and communications at each stage of a project.
- Competent in providing a quality service, with the necessary skills to engage with stakeholders at all stages of a project.
- Represent FCDO Services interests at customer governance meetings.
- Demonstrate an understanding of our customers and their requirements.

Financial and Commercial Performance

- Contribution to PSC financial targets and KPIs.
- Understand how own role contributes to overall achievement of PSC's objectives.
- Compliance with FCDO Services project management and financial standards, processes and procedures.
- Manage your own time to ensure deliverables are achieved to programme and cost.
- Manage sub-consultants and contractors ensuring value for money and quality of service.

Health & Safety

- Work with PSC colleagues to ensure project compliance with FCDO Services Health & Safety policies, processes and procedures and that necessary H&S activities are planned and proactively progressed throughout the project.
- Effective escalation of project risks and issues to the Project Manager.
- Adhere to FCDO/FCDO Services security policies.

Continued Professional Development

- Promote the continued professional development of the Architecture and Interior Design Team, including actively supporting the Team Leader and engaging in new initiatives.
- Maintain an up-to-date CPD record and keep abreast of developments relating to your professional body.
- Engage in activities to promote FCDO Services apprenticeship scheme.

KNOWLEDGE AND KEY SKILLS

Essential:

- Demonstrable experience in providing Architecture design services, with a clear understanding of the latest industry developments and innovations
- ARB Registered Architect with proven experience
- Proven experience as an Architect on a range of sizable new build and refurbishment projects
- Proven experience of working on live projects and working with multi-disciplinary teams
- Current UK Building Regulations and Health & Safety legislation knowledge
- Experience of working on projects across the project lifecycle. Must be able to demonstrate experience on projects across all RIBA stages 0-7
- Ability to work autonomously on Projects
- Ability to lead design team on larger more complex projects
- Excellent verbal and written communication skills
- Design Software: NBS, AutoCAD, Revit, Microsoft suite: Word, Excel and Project

Desirable:

- Understanding of FCDO Services financial and commercial processes
- Understanding of the operation of the FCDO estate
- Specialist knowledge in sustainability.
- Prior experience in the security sector.
- Foreign language skills.
- Ability to embrace working in difficult locations.
- Knowledge of NEC contract & design & build procurement
- Photoshop

CORE BEHAVIOURS

Top three for job:

- Managing a quality service
- Delivering at Pace
- Working Together

CRITICAL SUCCESS FACTORS

Success measured and evidenced by:

- Projects delivered to time, cost and customer requirements
- Strong customer feedback on service and design solutions provided
- Effective collaboration with colleagues and project stakeholders

Budget Responsibility? No	If YES, how much: £ N/A per annum	If NO can they authorise payments? N/A
Reports to: (Role Title and Grade)	Team Leader for Architecture and Interior Design, TPB6	

Direct Reports: (Number and grades of staff)	None
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