



# Role Profile

<b>Role Title</b>	Architect
<b>Business group and team</b>	Engineering & Operations – Professional Service Centre (PSC)
<b>Job Purpose Overview</b>	<p>Located in central London at the Foreign Commonwealth &amp; 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 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 and government 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 a 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>
<b>Organisational position</b>	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.

<b>Date Updated</b>	August 2021		<b>Updated By</b>	HH / SS	
<b>Current / Applied Grade</b>	TBP5	<b>Job evaluation date</b>	TPB5	<b>Confirmed grade</b>	
<b>Level of Security Clearance</b>	SC DV		SC		
<b>JOB RESPONSIBILITIES</b>					

The Architect will have the following responsibilities:

### **Project Delivery**

- Work individually or as part of a team to ensure projects are delivered safely and securely.
- Act as the architectural design lead on multi discipline projects through all stages of delivery, drawing on experience in developing designs and solving complex technical issues.
- Lead in the production of architectural documentation, drawings and reports.
- Successful delivery of overseas projects, and so 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.
- Support the development of the architectural contents on the FCDO Services Project Process Map

### **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 the 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, particularly around the sustainability and maintainability of buildings
- Member of the Royal Institute of British Architects (RIBA)
- Professional architectural qualification (RIBA part 3)
- Registered architect (ARB)
- Experience of leading design and construction teams through project management processes
- Competent in the use of design software: Revit, AutoCAD, NBS.
- Knowledge of current Health and Safety legislation as applied in an architecture / construction context
- Experience of undertaking the role or associated duties of the Principal Designer on small and medium sized projects
- Excellent interpersonal and communication skills – both written and verbal
- Good financial management skills
- Ability to achieve SC or appropriate security clearance.

### *Desirable:*

- Appreciation of Embassy & Residence security and fit-out requirements
- Experience of developing sustainability strategies for projects, including meeting a prescribed BREEAM or LEED targets
- Experience of working overseas
- Specialist design awareness of the secure environment within the FCDO Estate.

## 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's Schedule of Requirements
- The desired sustainable outcomes for the project have been achieved
- Completion of installations to satisfaction of end-user
- Standard documentation produced and maintained
- Overseas installation teams professionally supported at all times

<b>Budget Responsibility?</b> No	<b>If YES, how much:</b> £ N/A	<b>If NO can they authorise payments?</b> N/A
<b>Reports to: (Role Title and Grade)</b>	Team Leader for Architecture and Interior Design, TPB6	
<b>Direct Reports: (Number and grades of staff)</b>	None	