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**Job Profile - Architect - Capital Projects**

- Pay range PCC Band 10 (£41,510 - £45,718)
  - Line manager Senior Architect - Capital Projects
  - Directorate Housing, Neighbourhoods and Building Services
  - Location Civic Offices, Portsmouth
- Role is office based but you will be required to travel between PCC assets in Portsmouth, Havant, Gosport, Fareham and Winchester.

**Job purpose**

We are looking for a person to join the Design Team as a project architect to support the Capital Projects Service in the delivery of the Council's construction programmes.

Candidates must be enthusiastic, good communicators and have excellent attention to detail, being able to manage multiple demands and workstreams arising from the service.

**What is the role?**

Sitting within the Housing, Neighbourhoods and Building Services directorate, you will be directly reporting to the Senior Architect and supporting the Team Leader and Principal Architect in the delivery of the Council's capital projects.

The design team is a multi-disciplinary group including architects, structural engineers and landscape architects. We work closely with the building surveyors, quantity surveyor, and mechanical and electrical engineers within Capital Projects. The service uses both internal and external consultants as required to deliver project outcomes.

The design team is a team of experienced and committed professionals who have gained a reputation for delivering high quality, sensitive, good value and thoughtful design solutions to meet our client's brief requirements. Most of our work comes from within the Authority, but we do also work with external clients such as the NHS, charities and Multi Academy Education Trusts.

Our clients are drawn from across the organisation and include Children, Families and Education, Housing Neighbourhood and Building Services, Cultural, Leisure and Regulatory Services, Adult Social Care and Economy Transport and Planning. Our work can range in size from approximately £100K to over £10m and is procured traditionally or via a design and build route depending on our client's specific requirements.

We use the suite of Autodesk products with Revit being our preferred software, Adobe Creative Suite and the Microsoft Office applications are also used by the team in their day-to-day roles. Four of our architects are Certified Passivhaus Designers and we use these principles as far as possible in our housing project.

The architect's role includes, but is not limited to:

- To work with clients and end users in order to deliver a wide range of architectural projects including residential, commercial and public buildings for the City Council and external clients.
- To work to programmes and deadlines with a full understanding of the client's brief.
- To build and maintain good working relationships with a range of stakeholders in the public, voluntary and private sector.
- To take responsibility for and manage all aspects of the design process from RIBA Stage 0 through to RIBA Stage 7.
- To be involved in all of the RIBA Plan of Work Stages, using your skills so that Capital Project's resources are used in the right place at the right time.
- To be responsible for the preparation, monitoring and recording of project costs and professional fees on the HNBS project database.
- Liaising with Building Services team including Head of Compliance, Head of Energy Services, Head of Capital Projects and Head of Building Maintenance to ensure a 'one team' approach to capital projects.
- Applying all relevant legislation and ensuring that our clients are aware of their obligations under the Construction Design and Management Regulations 2015, The Building Safety Act 2023, Planning law and the Building Regulations.

### **Who is the person?**

The ideal candidate is someone who will:

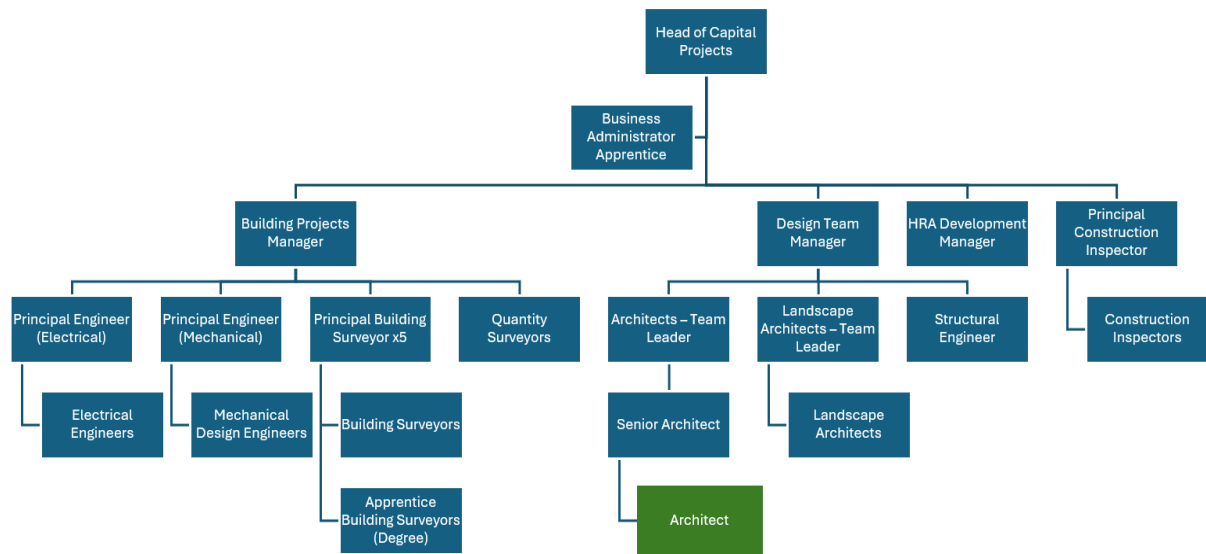
- 1 Qualifications, you will need to have achieved:
  - An undergraduate honours degree in Architecture with RIBA Part 1 exemption.
  - A post graduate Masters degree in Architecture with RIBA Part 2 exemption.
  - A pass in the RIBA's Part 3 examination in a professional practice.
  - Registration with The Architect's Registration Board (ARB) for a minimum of 5 years.
- 2 Has excellent communication and interpersonal skills, both in person, online and in writing.
- 3 Have a positive attitude towards working in the public sector; be resilient, embrace change and actively work with your colleagues to improve the service offered to our customers.
- 4 Knowledge and experience of working as part of a professional design team including all aspects of design, procurement and contract administration of medium to high value projects, ideally in a public sector or similar context.
- 5 Have a working knowledge of the RIBA's Plan of Work 2020 and be able to demonstrate application of this knowledge practically through your portfolio.

- 6 Have knowledge and experience of budget management and cost control over a wide range of scheme values from £500K to £10m.
- 7 Have a good working knowledge of construction related legislation, for example the Control of Asbestos Regulations 2012, Construction Design and Management Regulations 2015, Building Safety Act 2022.
- 8 Knowledge of and commitment to the architect's obligation to maintain accurate and up to date CPD records using both the City Council's online learning portal as well as the ARB's CPD portal.
- 9 You will be able to demonstrate excellent design skills through your CV, portfolio and effective presentation of your work in pressured situations.
- 10 Be able to communicate effectively with internal and external clients, building good relationships with them as you work to understand their requirements and keep them informed throughout the life of a building project.
- 11 Be able to manage customer expectations within available resources and prioritise workload accordingly.
- 12 Have excellent design and technical skills and an ability to efficiently prepare presentation material and technical information.
- 13 Have an excellent working knowledge of Autodesk's Revit and AutoCAD software, Microsoft's Office packages and the Adobe Creative Suite.
- 14 Have an up to date driving license and an ability to travel around the city and surrounding areas in an economic and efficient way.

**When completing the application form, please ensure that you respond to each of the 14 'Who is the Person' points listed above- using examples from your experience. If you do not respond to these points you are unlikely to be invited to the assessment or shortlisted.**

**If you have any questions, or would like an informal discussion about the role, please call Andrew Malbon, Principal Architect on 02392 834711 or email [Andrew.malbon@portsmouthcc.gov.uk](mailto:Andrew.malbon@portsmouthcc.gov.uk)**

## Service Structure



## T&C of employment

Working hours - Contractual hours are 37 hours per week, but this role may require additional input as is reasonable for a professional role and requested by your line manager. Business operational hours are 8am to 6pm with core hours between 9:30-12:00 and 2pm-4pm, but there will need to be flexibility to reflect the fact that work can arrive unexpectedly and have very short deadlines. There will be regular meetings outside of these hours, such as with councillors, school governors or residents' groups, and the need to react to emergencies.

Notice period - In line with the council's policy, a two month notice period is applied to this post.

Learning & development - Support will be given to enable the post holder to continually develop their skills and experience. The council has a range of training opportunities.

## General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants.

Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way, and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information. For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our job board.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.