University of Edinburgh

Job Description Template

1. Job Details

Job title: Architectural Technologist C/E&B/020
School/Support Department: Estates and Buildings
Unit (if applicable): Works Division
Line manager: Assistant Design Manager

2. Job Purpose

Provide architectural consultancy services for in-house and externally funded bodies. Act as project leader on a wide range of major replacement, capital and alternatively funded construction projects.

3. Main Responsibilities

(Normally between 4 and 10. Percentages should total at least 95% (and no more than 100%))

1. Measured and condition surveys of sites, buildings and property. 5%

2. Liaise with client groups to produce feasibility reports, option appraisals and cost plans. 5%

3. Provide advice and interpretation of planning guidelines and building regulations. Preparation and co-ordinating submission of drawings and documentation for statutory approval including planning permission, listed building consent and building control approval. 20%

4. Carry out detailed design of construction including preparation of CAD drawings, specification documents and collation of information required to prepare contract documents for tender. 30%

5. Contract supervision and financial control of projects over the construction phase through site inspections and progress meetings with design teams and contractors. Monitor quality and compliance with specifications throughout the construction phase 10%

6. Act as project leader of multi-disciplinary project design team. Appoint and manage external design team members. 20%

7. Liaise and consult with a wide range of University personnel to ensure compliance with University policies and to minimise the impact of construction work. 5%

8. Discharge responsibilities of client and designer roles under CDM regulations. Monitor health and safety on all projects. 5%
4. Planning and Organising

- Direction of work - Project work is normally allocated by the design manager or assistant design manager. In the role of project leader the post holder is expected to manage project information flow within the design team to meet programme targets and control project budget and programme.
- Planning of work – The post holder is normally allocated between 2-5 projects for the coming 3-6 months with an estimated cost and programme. The post holder is responsible for detailed planning of project workload and information flow within the design team on a day-to-day basis and adjusting project programs as necessary in consultation with client representatives. Urgent projects often arise and workload may be adjusted to accommodate these projects in consultation with the design manager.

5. Problem Solving

- Careful consideration is required to prioritise finances in the most effective way and maintain project programmes with the minimum disruption to core University functions within the constraints of legislation. This requires complex analysis drawing on past experience and creative thinking to resolve problems.
- Detailed analysis and discussion of options with clients and other team members will be required.
- The post holder will act as project leader and is expected to manage all necessary consultations and act pro-actively in identifying potential problems and taking action to resolve them.

6. Decision Making

The post holder is expected to act with a high degree of autonomy to make decisions on a wide range of project related issues e.g.
- Decisions on architectural design concept through discussion with client representative and investigation of any alternative solutions
- Decisions on detailed materials, construction and specification in line with project budget, good practice and client brief.
- Decisions on layout, materials and design on the basis of building regulations and planning policy
- Decisions on the basis of building contract conditions e.g. contract variations, contractor’s claims, defects, contract completion and payment of retention monies.
- Decisions on tender lists and feedback on contractor’s performance with a view to inclusion on future tender lists.
- Decisions on financial issues within overall project budget.
- It is expected that any particularly contentious issues e.g. leading to significant budget increases or delays are discussed with the design manager/assistant design manager e.g. Additional funding required to cover unforeseen circumstances.

7. Key Contacts/Relationships

Contacts:
- A wide range of Support Group staff
- A wide range of College/School, Academic and Administrative staff
- Professional consultants
- Local Authority officials
- Contractors
- All Estates and Building staff
• Accommodation services
• Service organisations

Due to the nature of work undertaken, which can often be disruptive to the core business of the University, communication with a wide range of personnel is required. Consultation is required internally within estates and buildings and also with other departments e.g. Academic and Administrative, EUCS, Health and Safety. Communication is also required with external consultants and local authority officials. Much of the contact with external bodies is initially by telephone with the details further discussed at meetings arranged by the post-holder. The liaison/consultation with University staff is usually face-to-face e.g. with premises teams and departmental representatives to organise the work to minimise disruption. Discussion can take place with directors, heads of departments or their delegated representative.

The post-holder is the key point of contact for local authority submissions for planning permission, listed building consent and building control approval. Communication with council officials will normally take place at pre-arranged meetings.

As team leader the post-holder is responsible for organising and chairing pre-contract design team meetings and contract meetings on site with the design team and contractor.

8. Knowledge, Skills and Experience Needed for the Job

• High level of verbal, written and numeric skills and must be computer literate. A sound knowledge of standard spreadsheet packages and computerised estates and project management systems would be beneficial.
• Must be skilled in the use of Auto-cad or similar CAD package.
• A thorough knowledge of planning policy and procedures and building regulations is essential.
• A sound knowledge of the Health and Safety at Work Act, the Construction Design and Management Regulations and other relevant statutory requirements will be required.
• Considerable experience gained over at least 10 years operating in the public and/or private sector with a demonstrable track record of running a variety of construction projects as team leader is essential.
• A sound knowledge of building contract administration is required
• Detailed knowledge of building construction is required
• Educated to HND or equivalent (degree level within an appropriate building discipline with an appropriate professional qualification preferable)
• Ability to work in a team environment with a minimum of supervision
• A current clean driving licence is preferable

9. Dimensions

Project management of internal and external design team members.
The post holder will normally be responsible for an annual project budget of around £750K - £1250K with projects ranging in size from £5K to £500K.

The post holder’s direct activities embrace the whole of the University’s estate comprising:

• Academic and related buildings, approximate gross area 550,000m2
• NHS site based facilities
• Residences, approximate gross area 150,000m2
• Let Properties

10. Job Context and any other relevant information

See Appendix A for full Estates and Buildings Department and Works Division organisation charts.