



JOB OUTLINE

Post: Architectural Assistant/Architectural Technologist

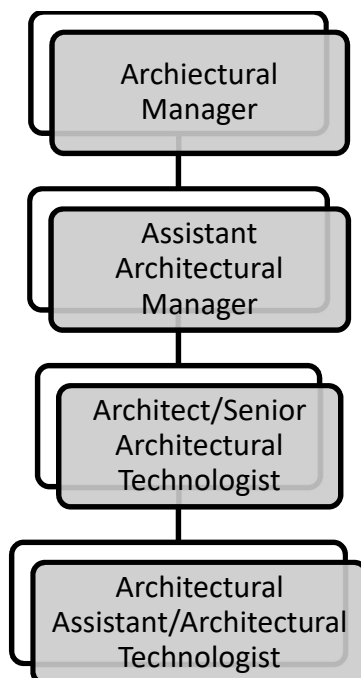
Service: Communities & Economy - Facilities and Property Management

Section: Asset Investment - Architecture

Grade: GC

Job Purpose: Form an integral part of a team within the Architecture and Asset Planning Section of a multi-disciplinary professional Design Services Unit, providing a range of architectural and related services in relation to the delivery of the Council's property related programmes, in order to assist with the promotion, delivery and integration of the key objectives in relation to those identified within the Facilities and Property Management Service Plan and the Community Plan.

A. STRUCTURE CHART



B. KEY DUTIES & RESPONSIBILITIES

1. *Contribute towards the delivery of an effective and efficient design service to the highest standards, from project inception to completion.*
2. *To comply with designer responsibilities in terms of current Construction (Design & Management) Regulations.*
3. *Undertake survey work, preparation of production drawings, schedules and specifications suitable for tendering of construction contracts and operations on site.*
4. *Prepare and lodge applications in compliance with current Planning Regulations and Building Standards (Scotland) Regulations and other statutory authorities as appropriate, including negotiations to gain approvals.*
5. *Liaise with clients to identify their requirements in relation to building contracts and to provide technical information on building issues.*
6. *Conduct the on-site inspections of work carried out in order to ensure standards and specifications have been met prior to Practical Completion Certificates being issued.*
7. *Assist in the administration of construction contracts on site including taking part in Site Meetings.*

C. GENERAL RESPONSIBILITIES

8. *Ensure that any materials, equipment and vehicles provided to assist in carrying out the duties of your post are properly secured in accordance with the Council's policies and procedures.*
9. *Promote the health and safety of employees at work and of service users through the implementation of the Partnership's policy on health, safety and welfare at work and Service Health and Safety arrangements in accordance with all relevant statutory requirements, leading by example.*
10. *Ensure all activities for which the post holder is responsible are delivered in accordance with Council's Equality and Diversity Policies and the statutory and general specific Equality Duties.*
11. *Ensure that the Council's Customer Charter is followed in all dealings with the people we serve.*
12. *Participate in the East Ayrshire FaceTime process annually in accordance with the Council's procedures.*

PERSON SPECIFICATION

Designation: Architectural Assistant/Architectural Technologist	Post No:
Service: Facilities and Property Management	Section: Asset Investment - Architecture

Attributes:	Essential Criteria	Desirable
Qualifications	<ul style="list-style-type: none"> SVQ3 Qualification in job specific Related Subject 	
Knowledge & Skills	<ul style="list-style-type: none"> Working knowledge of current Building Standards Good customer care skills Good keyboard skills Good team worker Willingness to learn and contribute in the running of a busy office Ability to prioritise workload 	<ul style="list-style-type: none"> CDM Designer Duties Ability to work with limited supervision Self-confidence to run with projects on-site
Experience	<ul style="list-style-type: none"> Relevant work experience in a design office or similar environment Work experience in use of computerised design systems 	<ul style="list-style-type: none"> Use of Specification Management Software Production of contract documentation including NBS CAD Training Revit Training
Employees are the #FACE of East Ayrshire and are expected to demonstrate our FACE qualities and behaviours		
Quality	Behaviour	
Flexible	<ul style="list-style-type: none"> Have an open mind and look for better ways of doing things. Embrace new technologies to improve services for the people we serve. Welcome opportunities to learn and grow. 	
Approachable	<ul style="list-style-type: none"> Develop positive and productive relationships with everyone. Listen, notice, respond and engage. Manage our reactions and think about how our behaviour affects others. 	
Caring	<ul style="list-style-type: none"> Embrace working in a team and working with others. Take pride in your role, serving our community and strive to be the best we can be. Be kind to others and to ourselves. 	
Empowered	<ul style="list-style-type: none"> Have the courage to try new things. Work with others to find the best solutions. Help everyone to realise their full potential. 	



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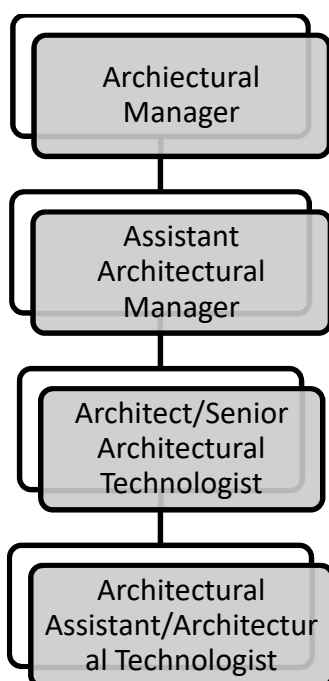
Service: Communities & Economy - Facilities and Property Management

Section: Asset Investment - Architecture

Grade: G07

Job Purpose: Form an integral part of a team within the Architecture and Asset Planning Section of a multi-disciplinary professional Design Services Unit, providing a range of architectural and related services in relation to the delivery of the Council's property related programmes, in order to assist with the promotion, delivery and integration of the key objectives in relation to those identified within the Facilities and Property Management Service Plan and the Community Plan.

A. STRUCTURE CHART



A. KEY DUTIES & RESPONSIBILITIES

1. *Support the delivery of the design service, from project inception to completion, by leading the delivery of the architectural function on projects overseen by senior members of the team and ensure that all appropriate records are maintained in accordance with Council policy.*
2. *Instruct employees as required, including allocating duties, providing advice and guidance and ensuring that all design activities carried out comply with designer responsibilities as laid out in the current Construction (Design & Management) Regulations.*
3. *Contribute towards the provision of an effective and efficient design service to clients by ensuring that survey work, the preparation of production drawings, schedules and specifications are suitable for the tendering of construction contracts and operations on site.*
4. *Ensure that planning applications, and negotiations to gain planning approval, are in compliance with current Planning Regulations and Building Standards (Scotland) Regulations and ensure that all works carried out by the contractor are as per the agreed specification prior to the issue of Practical Completion Certificates.*
5. *Liaise with clients to identify their requirements in relation to building works and to provide technical advice and guidance on building issues.*
6. *Develop and foster good working relationships with clients and contractors in order to ensure the effective and efficient delivery of the contract.*
7. *Undertake administrative and budgetary duties including completing Purchase Orders, Contracts, invoicing control and monitoring, and ensuring 'Contract Variations' are within agreed budgetary limits.*
8. *Conduct the on-site inspections of work carried out in order to ensure standards and specifications have been met prior to the issue of Practical Completion Certificates.*
9. *Assist in the administration of construction contracts on-site, including, taking part in Site Meetings.*
10. *Ensure all relevant processes are managed in accordance with the principles of the Council's Total Project Management Framework (TPM) utilising PRINCE 2 methodology including Planning, Control and Risk Management to ensure consistency of approach in project planning across the Council.*

B. GENERAL RESPONSIBILITIES

11. *Manage effectively all resources such as buildings, equipment and other assets.*
12. *Assist in managing the service's finances and budgets effectively in accordance with the Council's Financial Regulations to ensure the most cost-effective delivery of services.*
13. *Develop, utilise and maintain effective information and administrative systems.*

14. *Promote the health and safety of employees at work and of service users through the implementation of the Partnership's policy on health, safety and welfare at work and Service Health and Safety arrangements in accordance with all relevant statutory requirements, leading by example.*
15. *Maintain an up-to-date knowledge of best practice within areas of functional responsibility and ensure compliance with all relevant legislation.*
16. *Ensure that services are provided within a Best Value/quality framework and that performance is regularly monitored and continuous improvement achieved.*
17. *Ensure all activities for which the post holder is responsible are delivered in accordance with Council's Equality and Diversity Policies and the statutory and general specific Equality Duties.*
18. *Ensure that the Council's Customer Charter is followed in all dealings with the people we serve.*
13. *Participate in the East Ayrshire FaceTime process annually in accordance with the Council's procedures.*

PERSON SPECIFICATION

Designation: Architectural Assistant/Architectural Technologist	Post No:
Service: Facilities and Property Management	Section: Asset Investment - Architecture

Attributes	Essential Criteria	Desirable
Qualifications	<ul style="list-style-type: none"> SVQ3 Qualification in Architecture Related Subject 	
Knowledge & Skills	<ul style="list-style-type: none"> Working knowledge of Current Building Standards Good customer care skills Good keyboard skills Good team worker Willingness to learn and contribute in the running of a busy office Ability to work with limited supervision Self-confidence to run with projects on site Ability to prioritise workload 	<ul style="list-style-type: none"> CDM Designer Duties Working knowledge of planning legislation

Experience	<ul style="list-style-type: none"> • Relevant work experience in a design office or similar environment • Work experience in use of computerised design systems 	<ul style="list-style-type: none"> • Use of Specification Management Software • Experience of production of contract documentation including NBS • CAD Training • Revit Training
Employees are the #FACE of East Ayrshire and are expected to demonstrate our FACE qualities and behaviours		
Quality	Behaviour	
Flexible	<ul style="list-style-type: none"> • Have an open mind and look for better ways of doing things. • Embrace new technologies to improve services for the people we serve. • Welcome opportunities to learn and grow. 	
Approachable	<ul style="list-style-type: none"> • Develop positive and productive relationships with everyone. • Listen, notice, respond and engage. • Manage our reactions and think about how our behaviour affects others. 	
Caring	<ul style="list-style-type: none"> • Embrace working in a team and working with others. • Take pride in your role, serving our community and strive to be the best we can be. • Be kind to others and to ourselves. 	
Empowered	<ul style="list-style-type: none"> • Have the courage to try new things. • Work with others to find the best solutions. • Help everyone to realise their full potential. 	



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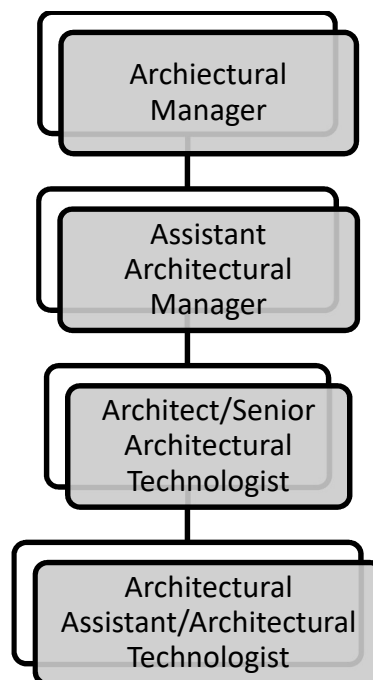
Service: Communities & Economy - Facilities and Property Management

Section: Asset Investment - Architecture

Grade: G09

Job Purpose: Form an integral part of a team within the Architecture and Asset Planning Section of a multi-disciplinary professional Design Services Unit, providing a range of architectural and related services in relation to the delivery of the Council's property related programmes, in order to assist with the promotion, delivery and integration of the key objectives in relation to those identified within the Facilities and Property Management Service Plan and the Community Plan.

A. STRUCTURE CHART



B. KEY DUTIES & RESPONSIBILITIES

1. *Lead on a multi-disciplinary team in relation to medium sized projects.*
2. *Contribute towards the delivery of an effective and efficient design service to the highest standards, from project inception to completion.*
3. *Undertake survey work, preparation of production drawings, schedules and specifications suitable for tendering of construction contracts and operations on site.*
4. *Prepare and lodge applications in compliance with current Planning Regulations and Building Standards (Scotland) Regulations and other statutory authorities as appropriate, including negotiations to gain approvals.*
5. *Comply with designer responsibilities in current Construction (Design & Management) regulations.*
6. *Where required, to assist in the administration of construction contracts on site including taking part in Site Meetings.*
7. *To provide technical advice and guidance to client on building issues.*
8. *Assist in the evaluation and investigation of new systems of control and service improvements.*
9. *Undertake administrative and budgetary duties including Purchase Orders, Contracts and Invoicing control and monitoring.*
10. *Ensure all relevant processes are managed in accordance with the principles of the Council's Total Project Management System (TPL) utilising PRINCE 2 methodology including Planning, Control and Risk Management to ensure consistency of approach in project planning across the Council.*

C. GENERAL RESPONSIBILITIES

11. *Contribute to the development of relevant policies, procedures and strategies relating to the area of responsibility and ensure effective and efficient implementation.*
12. *Manage effectively all resources such as buildings, equipment and other assets.*
13. *Assist in managing the service's finances and budgets effectively in accordance with the Council's Financial Regulations to ensure the most cost-effective delivery of services.*
14. *Develop, utilise and maintain effective information and administrative systems*
15. *Promote the health and safety of employees at work and of service users through the implementation of the Partnership's policy on health, safety and welfare at work and Service Health and Safety arrangements in accordance with all relevant statutory requirements, leading by example.*

16. *Maintain an up-to-date knowledge of best practice within areas of functional responsibility and ensure compliance with all relevant legislation.*
17. *Ensure that services are provided within a Best Value/quality framework and that performance is regularly monitored and continuous improvement achieved.*
18. *Ensure that the Council's Customer Charter is followed in all dealings with the people we serve.*
19. *Ensure all activities for which the post holder is responsible are delivered in accordance with Council's Equality and Diversity Policies and the statutory and general specific Equality Duties.*
20. *Represent the department at appropriate external events and meetings in accordance with the remit and status of the post.*
21. *Participate in the East Ayrshire FaceTime process annually in accordance with the Council's procedures.*

PERSON SPECIFICATION

Designation: Architectural Assistant/Architectural Technologist	Post No:
Service: Facilities and Property Management	Section: Asset Investment - Architecture

Attributes:	Essential Criteria	Desirable
Qualifications	<ul style="list-style-type: none"> SVQ 4 Qualification in job specific Related Subject CDM Regulation qualification/equivalent demonstrable experience 	<ul style="list-style-type: none"> Recognised qualification in project management Membership of an appropriate professional body
Knowledge & Skills	<ul style="list-style-type: none"> Current Building Standards Planning Legislation Ability to work with limited supervision Self-confidence to run with projects on site Good team worker 	<ul style="list-style-type: none"> Equality Act 2010 Control of Asbestos Regulations
Experience	<ul style="list-style-type: none"> Significant post qualification experience Work experience in use of computerised design systems 	<ul style="list-style-type: none"> Working on project management systems e.g. PRINCE2 CAD Training Revit Training

	<ul style="list-style-type: none"> • Using Specification Management Software • Production of contract documentation including NBS • Managing and directing employees 	
Employees are the #FACE of East Ayrshire and are expected to demonstrate our FACE qualities and behaviours		
Quality	Behaviour	
Flexible	<ul style="list-style-type: none"> • Have an open mind and look for better ways of doing things. • Embrace new technologies to improve services for the people we serve. • Welcome opportunities to learn and grow. 	
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