East Lothian Council

JOB OUTLINE	
JOB TITLE: Senior Architectural Technician	**JET CODE: 2096**
DIVISION: Development	
SERVICE/BUSINESS UNIT: Strategic Asset & Capital Plan Management	
REPORTING TO: Architect	
RESPONSIBLE FOR: None	

JOB PURPOSE:

To assist in the delivery of new building developments, alterations and adaptation projects, maximising efficiency of service delivery within specific standards and approved budgets and in accordance with the Council's legal and statutory obligations and its policies and plans with a commitment to achieve best value.

MAIN DUTIES:

- Assist in the management of Architectural Technicians as part of project design teams.
- Provide advice and guidance as required.
- Ensure compliance with all relevant current legislation and standards including safety legislation and obtaining statutory approvals as required.
- Programme personal workload over a number and variety of projects.
- Ensure familiarity and compliance with pre and post contract administration and office procedures and quality systems.
- Contribute to the monitoring and control of project costs and ensure project delivery within project budgets.
- Prepare project specifications using NBS Specwriter software.
- Liaise with Clerks of Work to ensure high quality standards of construction on site and adherence to contract documentation.
- Assist in the development of new IT technology relevant to the Design and Programme
- Management team, including undertaking training as required.
- Liaise and coordinate output with external consultants appointed as part of the design team.
- Contribute to the work of the Design and Programme Management Team and to support other members of that team, as and when required.
- Ensure a high level of customer satisfaction by monitoring performance, analysing feedback and identifying proposals for continuous service improvement.
- Maintain awareness of developments in national policy, best practice, and a detailed working knowledge of all relevant legislation in order to ensure that the Council's policies and practices conform to statutory provisions.

- Assist the Service Manager to secure modernisation and efficiency improvements throughout the service, delivering meaningful service improvement and tangible efficiency savings.
- Prepare and analyse management information to monitor service delivery, inform improvements in service and for statutory reporting.
- Contribute to the overall team objectives by representing Strategic Asset Services at meetings, as and when required.
- Contribute to the development of services available, in line with changing demands, targets and feedback, to ensure the delivery of an effective, efficient and high quality service to both internal and external customers.
- Assist in the management of procedures relating to the health and safety of staff, customers and visitors to Council venues, in accordance with the Council's Health and Safety Policy and legislative requirements.
- Promote a positive image of Design and Programme Management Services by providing excellent Customer Care.
- Promote the Council's vision and values and a corporate culture that is positive, customer focussed and supports employee engagement to the highest standards.
- Undertake such other duties and responsibilities that may be reasonably required by the service.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

Educated to HND/SVQ Level 4 in a relevant property or construction discipline and/or able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience.

Disclosure Scotland:

This role requires PVG clearance for regulated work with children and adults. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be required prior to commencement.

Scottish Social Services Council:

None

PERSON SPECIFICATION		
Attributes	**Essential**	**Desirable**
Education, Registration & Training	Educated to HND/SVQ Level 4 in a relevant property or construction discipline and/or able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience. A current driving licence and use of a vehicle is an essential requirement of this post. This role requires PVG clearance for regulated work with children and adults. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be required prior to commencement.	Formal AutoCad training. Membership of British Institute of Architectural Technologists (BIAT) or Membership of the Chartered Institute of Building (CIOB).
Previous Experience (Paid & Voluntary Work)	Substantial relevant experience. Proven design and construction detailing skills in a wide range of building types and scales. Demonstrable contract administration, job-running and site experience of a range of job types and scales.	Experience of energy efficient and sustainable design. Experience of working as part of multi-disciplinary design team. Experience in supervising technical staff. Experience of working with historic buildings.
Knowledge/ Skills /Competencies	Effective Project Management and Contract Administration skills. Effective organisational and time management skills. Effective AutoCAD skills.	Competent 3D modelling skills – e.g. SketchUp. Working knowledge of Adobe Indesign.

	Sound knowledge of current Technical Standards and relevant legislation including CDM Regulations. Knowledge and competent user of National Building Standards Specwriter. Skilled user of Microsoft Office Suite such as Word, Excel, Outlook, etc. Effective verbal and written communication skills. Good presentation skills.	
Personal Qualities	Ability to prioritise a varied and complex workload. Ability to use own initiative. Ability to work to a high degree of accuracy, paying close attention to detail. Ability to investigate and resolve problems. Ability to be creative. Ability to prioritise work under pressure and to meet deadlines. Ability to work flexibly as part of a team. Ability to develop effective relationships with stakeholders. Ability to deal sensitively with individual clients, including the need to maintain confidentiality.	
Council Behaviours	We are Person Centred We Initiate and Embrace Change We Strive to be the Best we can be We make things Happen	

	We work Together	