

JOB DESCRIPTION

ABOUT SWA

Sarah Wigglesworth Architects is a small, well established and highly reputable practice, located in North London. We are based in an award winning, ecological office, designed by Sarah Wigglesworth, our founding Director, and as an environmentally focused practice, sustainability is at the heart of what we do. Our office represents many of the company's core values, demonstrating an ethic of research, sustainability, low impact and respect for resources.

We make people-centred places that are joyful, inventive and are committed towards fostering a sustainable future. We work across a range of sectors, but predominately across the Housing, Community and Civic and Education sectors. Known for our varied and exciting work, alongside our thoughtful approach to problem-solving, we work with clients that share our passion and vision for beautiful and sustainable design.

This is an exciting time to join the team as 2019 marked the 25th year of *Sarah Wigglesworth Architects* and throughout last year and extending into 2020 we held a number of events to commemorate this incredible achievement. As we move into this new decade, we begin to look ahead to what the next 25 years will bring for *Sarah Wigglesworth Architects*.

JOB TITLE

Senior Architect

WORKS WITHIN A TEAM CONSISTING OF

Director, Associate, Operations Manager

WORKING HOURS

Core office hours are 9am to 6pm and we operate a flexi-hour policy either side of this.

LOCATION

10 Stock Orchard Street, London, N7 9RW.

SALARY

£40,000 - £46,000 - Dependent on experience.

ROLE SPECIFICATION

SWA is seeking a highly motivated Senior Architect that wants to advance their career with new opportunities and challenges.

As a Senior Architect, you will have a minimum of 5-7 years post-Part 3 qualification. You will be client and team focused, managing projects competently with minimum supervision. At the same time you will support other senior managers in directing business strategy and contributing to other practice related decision-making matters (finance, HR, management and administration).

Reporting to the Director and Associate, you will be expected to demonstrate that you have shown architectural leadership on a variety of projects across all different work stages. You will be an excellent designer. With solid technical ability and job management experience you will be equally comfortable in self-directed work as you are at directing others. You will have proven ability to lead a team, problem solve and use your own judgement, think creatively and work calmly under pressure. You will have knowledge of sustainable building, ecological principles and practice and want to share your knowledge and passion with others both within and outside the practice.

We are looking for the best architectural staff to join our small, passionate and focussed team. This is an important position and the successful candidate would be joining the office at a senior level. It is a rare opportunity for an ambitious and dynamic person to advance their career.

PERSON SPECIFICATION

ESSENTIAL SKILLS

Qualifications

- A good BA and Masters qualification.
- A minimum of 5-7 years' experience in architectural practice after post-graduate certificate in professional practice (RIBA Part 3).
- Membership of ARB.

Design skills

- Outstanding design skills and knowledge, with strong attention to detail and visual awareness.
- Demonstrable ability to coach and develop key skills within the project staff.
- The ability to think ahead, anticipating problems and opportunities.

Technical skills

- You will possess a solid understanding of relevant legislation, contracts and building regulations.

- A proven ability in sound detailing, specification, material selection and a clear sense of value for money.
- Solid experience in job programming, preparing and coordinating fee proposals, managing the resourcing of jobs and possess the ability to teach others how to do this as well.
- An understanding of how sustainability impacts upon the work of the architect in the technical aspects of design.
- Proficient in using Vectorworks, Sketchup, Microsoft Office and Adobe Creative Suite.
- Familiarity with BIM level 2.
- Site experience and possession of contract admin knowledge.
- A strong interest in sustainability and respect for the environment and a desire to communicate our goals.

Managerial skills

- Proven practical experience of managing architectural teams and coordinating with external consultants.
- Strong project management skills: exceptional time management, well organised and with the ability to work under pressure and to deadlines.
- Good leadership skills and a keen desire to get involved in the operational side of the practice.
- The ability to make sound commercial decisions and actively develop new leads to contribute to the success of the practice.
- As part of a team you will help lead on business strategy and take a key role in bidding for new work, responding to ITTs and helping us to develop new business opportunities.
- You will have good negotiating and influencing skills, with the confidence to work under minimum supervision and the ability to drive projects forward.
- Eager, driven and self-motivated with a 'can do' attitude.
- Demonstrable ability to work alongside the director and other team members, as well as coach and develop key skills within the project staff.
- You will have assertiveness but use this with diplomacy and tact to ensure a collaborative and supportive approach is taken.
- Support other members of the practice in their progression and professional development and assist the Operations Manager with identifying training and development opportunities.
- Willing and able to find solutions, with the ability to work on multiple projects concurrently.

Communication skills

- A highly effective communicator, with excellent written and spoken English, and with strong interpersonal skills to manage clients and team members.
- Ability to play an essential role in networking and with a strong desire for improving our outreach.
- Enjoy representing the practice externally and be a confident public speaker.
- Participate in the practices' equality and diversity in architecture drive.

- The ability to produce clear, concise and accurate reports and information across a variety of different formats.
- Contribute to practice publicity material including research, web updates, journal articles and award submissions.

DESIRABLE SKILLS

- Desire to contribute to wider architectural debates external to the practice.
- Be a positive and engaging force, with a real commitment to developing our studio culture and to act as an ambassador for SWA's ethos.

WHAT WE OFFER

We have an inclusive and collaborative culture here at SWA and offer a number of benefits to our great working environment.

- A unique office environment located in an award-winning eco-building.
- Monthly Studio Soup Club.
- Team Outings and Away days.
- Research Grant to pursue a creative activity or interest and share with the team.
- Training and development opportunities.
- Involvement in SWA exhibitions and events programme.
- Membership of the RIBA Pension scheme.
- Health & Wellbeing initiatives – Cycle to Work Scheme, Weekly Organic Fruit Delivery, Outdoor Eating Space.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Further information about our practice is to be found at www.swarch.co.uk

JOB APPLICATION

JOB TITLE

Senior Architect

HOW TO APPLY

To apply for this role, please email our jobs@swarch.co.uk and address your application to Sarah Wigglesworth.

Within your application please include the following:

- A covering letter outlining your interest in the position and working with SWA, as well as how you meet the job role criteria.
- An introduction into what you feel you could contribute to the role and our practice.
- A brief summary of your relevant experience and an accompanying CV (no more than 2 pages).
- A digital portfolio (pdf format and no larger than 10mb in size) of relevant projects, design work and experience.

APPLICATION TIMEFRAME

Applications deadline Friday 20th March 2020. However we welcome early applications.

We may invite suitable candidates to interview before the application deadline.

ADDITIONAL INFORMATION

We apologise, that due to the high volume of applications, we will be unable to respond to unsuccessful candidates.

No recruitment agencies. We ask that you do not contact us by phone at this time and if you have any queries please address to Cat Mullan at mail@swarch.co.uk

We kindly ask you to complete an equal opportunities monitoring form alongside your application, this can be found on our website here. SWA uses this information to review compliance with its policies on equal opportunities in relation to recruitment.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Further information about our practice can be found at www.swarch.co.uk

10 Stock Orchard Street
London N7 9RW
T +44 (0)20 7607 9200
F +44 (0)20 7607 5800
E mail@swarch.co.uk
www.swarch.co.uk

Equal Opportunities Monitoring Form

Sarah Wigglesworth Architects are committed to being an equal opportunity employer and promote a diverse and inclusive community.

We ask you to help us monitor and achieve this by completing this form along with your CV and/or application. The information you provide is used for no other purpose and will be treated as confidential. This form will be separated from your application upon receipt and will not be seen by anyone involved in the recruitment process.

Job role you are applying for:

1. How did you hear about this post?

2. What is your nationality?

3. Which gender do you identify with?

<input type="checkbox"/> Man	<input type="checkbox"/> Transgender
<input type="checkbox"/> Woman	<input type="checkbox"/> Non-binary
<input type="checkbox"/> Prefer not to say	<input type="checkbox"/> Intersex
<input type="checkbox"/> Other preferred description.....	

4. Do you consider your identity to be different from your registered sex at birth?

<input type="checkbox"/> Yes
<input type="checkbox"/> No
<input type="checkbox"/> Prefer not to say

5. Which age category are you in?

<input type="checkbox"/> 16-24	<input type="checkbox"/> 55-64
<input type="checkbox"/> 25-34	<input type="checkbox"/> 65+
<input type="checkbox"/> 35-44	<input type="checkbox"/> Prefer not to say
<input type="checkbox"/> 45-54	

6. Do you consider yourself to have a disability according to the definition in the Equality Act 2010?

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say

The Equality Act defines a disabled person as someone who has a mental or physical impairment that has a substantial and long-term adverse effect on the person's ability to carry out normal day-to-day activities. If you have a condition which fits the definition, please tick 'Yes' even if you are not limited by your condition.

7. What is your Ethnic Group? Please choose one option that best describes your ethnic background

Asian or Asian British <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese <input type="checkbox"/> Any other Asian background	Black or Black British <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black/Caribbean/African background
Mixed/Multiple ethnic group <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other Mixed/Multiple ethnic background	White <input type="checkbox"/> English/Welsh/Scottish/Northern Irish <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy or Irish Traveller <input type="checkbox"/> Any other White background
Other ethnic group <input type="checkbox"/> Arab <input type="checkbox"/> Any other ethnic background	<input type="checkbox"/> Prefer not to say

8. What is your religion or belief?

<input type="checkbox"/> Buddhist <input type="checkbox"/> Christian (all denominations) <input type="checkbox"/> Hindu <input type="checkbox"/> Jewish <input type="checkbox"/> Muslim <input type="checkbox"/> Sikh <input type="checkbox"/> No religion or belief / Atheist <input type="checkbox"/> Prefer not to say <input type="checkbox"/> Not sure <input type="checkbox"/> Any other religion or belief
--

9. What is your sexual orientation?

<input type="checkbox"/> Lesbian	<input type="checkbox"/> Questioning
<input type="checkbox"/> Gay	<input type="checkbox"/> Intersex
<input type="checkbox"/> Bisexual	<input type="checkbox"/> Allies
<input type="checkbox"/> Queer	<input type="checkbox"/> Asexual
<input type="checkbox"/> Heterosexual/straight	<input type="checkbox"/> Pansexual
<input type="checkbox"/> Prefer not to say	<input type="checkbox"/> Other

10. Do you have responsibility for dependants? (Dependants relates to children, or elderly or other person for whom you are the main carer.)

<input type="checkbox"/> Yes
<input type="checkbox"/> No
<input type="checkbox"/> Prefer not to say

11. What type of school did you mainly attend between the ages between the ages 11 and 16?

<input type="checkbox"/> UK state run or funded school (selective on academic, faith or other grounds)
<input type="checkbox"/> UK state run or funded school (non-selective)
<input type="checkbox"/> UK independent/fee-paying school (bursary)
<input type="checkbox"/> UK independent/ fee-paying school (no bursary)
<input type="checkbox"/> Attended school outside of the UK
<input type="checkbox"/> Prefer not to say
<input type="checkbox"/> Don't know
<input type="checkbox"/> Other

12. What is the highest level of qualifications achieved by either of your parent(s) or guardian(s) by the time you were 18?

<input type="checkbox"/> At least one has a degree level qualification
<input type="checkbox"/> Qualifications below degree level
<input type="checkbox"/> No formal qualifications
<input type="checkbox"/> Don't know
<input type="checkbox"/> Not applicable
<input type="checkbox"/> Prefer not to say
<input type="checkbox"/> Other.....

Data Protection Statement

Thank you for completing this short form. SWA uses this information to review compliance with its policies on equal opportunity in relation to recruitment. We will treat all personal information in line with current data protection legislation and our data protection policy. For more information on how we use the information you have provided, please see our privacy notice on our website or contact us at mail@swarch.co.uk

In order for us to process this information and to comply with data protection legislation, we require your consent. Your job application is not dependent on your giving consent to our processing of this data. Including your signature below will signify your consent to our processing of this information.

Once you have given consent, you may withdraw it at any time by contacting us at mail@swarch.co.uk

Applicant Signature:

Date: