

JOB DESCRIPTION

JOB TITLE

Project Architect

CONTRACT TYPE

9 months fixed term, with the potential to go permanent

WORKING HOURS

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

SALARY

£36,000 - £42,000 - Dependent on experience.

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*.

ROLE SPECIFICATION

SWA is looking for an experienced Project Architect, who is at least 3 to 5 years post their Part 3 qualification. Reporting to the Director and Associate, you will be expected to provide architectural support for a variety of projects across all different work stages. With plenty of technical and job management experience you will be equally comfortable in self directed work as you are at working within a team. You will have excellent design skills and be highly experienced in working through planning. The ability to lead a team, problem solve and use your own judgement, think creatively and work calmly under pressure are all essential skills to the role. You will also have knowledge of sustainable building, ecological principle and practice.

REQUIRED EXPERIENCE (not exhaustive)

Demonstrable ability to:

- Manage a team to successfully deliver projects within financial budgets and deadlines.
- Research, test and develop solutions to architectural problems. Advise on most appropriate design response to satisfy all constraints and opportunities.
- Manage, produce and issue all project documentation including detailed drawings, reports, specifications, meeting minutes, applications and contracts.
- Create building designs and highly detailed drawings both by hand and in CAD.
- Develop fee proposals and project resourcing strategies in response to project programmes.
- Work closely with a team of other professionals such as building service engineers, construction managers, quantity surveyors and structural engineers as well as clients.
- Assess and comment on recommendations and information from other project consultants (e.g. MEP, Structural).
- Attend and report at site meetings as required and check on progress. Carry out site inspections, valuations, issue certificates and instructions as required.
- Liaise with statutory authorities as required at different project stages. Ensure compliance with all statutory legislation. Apply for planning permission and advice from LPAs.
- Attend, report at and chair (as lead consultant) design team meetings with other project consultants, as required. Prepare meeting records and agendas.
- Manage project tender processes including attending contractor interviews, assessing tender returns and advising clients.
- Research materials and specifications, ensuring that where possible they adhere to SWA's ethos and environmental policy.
- Ensure SWA's library/database is updated with relevant information.
- Manage design changes by adapting plans according to circumstances and resolve any related problems that may arise during construction.
- Maintain project files electronically and in hard copy, in line with project quality plan.
- Undertake post completion assessment and de-brief for clients and building users.

DESIRABLE EXPERIENCE

- A passion for and experience of designing sustainably. You will need to work with the director, project team and clients to define design concepts and environmental strategies for schemes.
- Assisting in bidding for new work, ITTs and competitions.
- Participating in the practices' equality and diversity in architecture drive.
- Contributing to practice publicity material including research, web updates, journal articles and award submissions.
- Supporting other team members of the practice in their training and development, which may include making project information available for study or facilitating work shadowing on projects or tasks.
- Contributing to developing in house and external CPD activities and a research discourse.
- Preparing and leading engagement meetings with stakeholders and user groups.

PERSON SPECIFICATION

- 3 - 5 years experience after postgraduate certificate in professional practice (RIBA Part 3).
- Registered with the Architect's Registration Board (ARB)
- Proficient in using Vectorworks, Sketchup, Microsoft Office and Adobe Creative Suite.
- Familiarity with 3D BIM.
- A highly effective communicator, with excellent written and spoken English, and with strong interpersonal skills to manage clients and team members.
- Enjoy representing the practice externally and be a confident public speaker.
- Exceptional time management with the ability to work under pressure and to deadlines.
- Strong attention to detail and visual awareness.
- The ability and confidence to work under minimum supervision.
- The ability to think ahead, anticipating problems and opportunities and find solutions.
- 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.

JOB APPLICATION

JOB TITLE

Project Architect

HOW TO APPLY

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

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

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
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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: