

Job title	Part II Architectural assistant
Salary band	0-2 years' experience in practice: £26,000 - £32,000 2-5 years' experience in practice: £30,000 - £36,000
Reports to	Directors and project lead
Issue date	14.02.24

Item	Description
1 Role	<p>The role is for a motivated and highly skilled Part 2 architectural assistant to work on a variety of housing projects. You will be responsible for assisting in the day-to-day design development and production of projects across various design stages. The ideal candidate will have experience of working on multi-unit housing schemes and the confidence and ability to work on several fast-paced projects concurrently. You will be expected to work collaboratively as part of a project team demonstrating excellent communication skills and taking direction from the project lead.</p>
2 Experience	<p>The successful candidate will have completed their RIBA Part II qualification in architecture with 2-3 years' experience working in a small or medium-sized studio. Key attributes for this role include:</p> <ul style="list-style-type: none"> <li>• Experience of working on multi-unit housing projects.</li> <li>• Good knowledge of software and design processes including the production of 2D &amp; 3D CAD drawings, schedules, design reports, high quality visualisations and physical models.</li> <li>• Experience in using BIM will be considered an advantage</li> <li>• A good understanding of all RIBA work stages.</li> <li>• Good time management and organisational skills and ability to prioritise challenging deadlines.</li> <li>• Excellent written and spoken English.</li> </ul>
3 Responsibilities	<p>You will be responsible for:</p> <ul style="list-style-type: none"> <li>• Developing design options using 2D and 3D digital drawing packages including Microstation, Rhino, Maxwell and Adobe suite to an advanced level.</li> <li>• Researching and developing solutions and implementing design amendments under the guidance of a project lead or director.</li> <li>• Integrating technical information and statutory requirements into design and production drawings, including preparation of drawings for planning, tender and construction purposes.</li> <li>• Taking initiative in responding to guidance and directions.</li> </ul>

- Producing high quality images using CAD and rendering packages to an advanced level.
- Physical model-making to an advanced level.
- Digital photography and post-production using Adobe Photoshop.
- Producing digital presentations including feasibility studies, stage reports and planning applications, using InDesign at an intermediate to advanced level, and office suite software including Word and Excel to intermediate level.
- Attending relevant internal and external meetings and taking minutes.
- Maintaining project trackers, project archive information and preparing drawing issues.
- Having a basic awareness of technical standards and building regulations.
- Undertaking research into products, materials and building references.
- Attending professional development (CPD) activities.
- Positively representing the practice and supporting the studio's aims and objectives.

4 Salary

The salary offered will be in line with the studio's salary banding as outlined above and will be commensurate with level of experience.

5 How to apply

To apply for this role please email your applications to [employment@aljawadpike.com](mailto:employment@aljawadpike.com) with the email subject line Part 2 Architectural Assistant

Your application should include:

- A short cover letter detailing your suitability for the role and notice period (if applicable)
- Evidence that you have permission to work in the UK in line with UK immigration requirements.
- A CV as a PDF attachment
- A sample portfolio as a PDF attachment with a maximum of 10 page
- References from previous employers.

Please note that attachments should not exceed 5MB in total.

Deadline for submission of applications is 01.03.2024

Al-Jawad Pike is an equal opportunities employer. We strive to build on the existing diversity of our team and welcome applications from people of all identities and backgrounds. Unfortunately, we are only able to respond to successful candidates.