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**PROJECT NUMBER**

CG08

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**JOB TITLE**

Architect

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**SALARY BAND**

0 – 3 years: £35,000 - £38,000

3 – 5 years: £38,000 - £42,000

5+ years: £42,000 - £50,000

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**REPORTS TO**

Associate/Associate Director

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**LATEST REVISION**

December 2021

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**ITEMS**

Carmody Groarke is looking for experienced architects to work on projects in a variety of sectors. Current projects include the refurbishment of several existing buildings located in the City of London (with a high environmentally sustainable retrofit agenda), an international competition to extend and refurbish a listed building for a philanthropic cultural foundation, and a series of cultural buildings due to start on site in Yorkshire early next year.

The intended start date for this position is January 2022.

**1.0 Role**

Architects will be responsible for making a significant contribution to the delivery of projects across all workstages. You will either take responsibility for specific packages of work or, depending on your level of experience, may act in a Project Architect role, leading a project independently with guidance from an Associate or Associate Director.

**2.0 Experience**

You will either have completed your Part 3 qualification in the UK, or, if registered as an architect overseas will either have completed the Part 3 lecture series or have prior experience in delivering a project or leading a package of work within the UK.

You will have a developed understanding of UK construction and a well-rounded knowledge of all project workstages, with a detailed working knowledge of at least one of the following RIBA workstages:

- Early design – 1&2
- Detailed design – 3&4
- Construction – 5&6

**3.0 Practice**

You will take responsibility for generating and exploring design ideas and various packages of work, taking direction from Directors to develop options in line with the project brief, and coordinating work with the wider design team.

If acting in a Project Architect role, you will be responsible for every element of the project's design development, day to day management and coordination, ensuring that the practice's design ethos is embedded throughout each stage of the project.

At all levels you will be expected to independently and confidently present information to the client and the wider design team.

**4.0 Culture.**

Our design ethos is underpinned by the belief that good design can make people's lives better and doesn't need to cost the earth. Principles of positive collaboration and mutual respect are at the forefront of our studio values which we expect all employees to follow, acting as a positive example to others in the practice and behaving with

professionalism both internally and externally at all times.

Architects are encouraged to be active participants in the studio culture, and to engage in wider areas of interest in practice, such as sustainability, equality and inclusion, communications or QA for example.

## 5.0 Responsibilities Design

- Involvement in the design process at various project work stages, working collaboratively with the design team to generate and explore design ideas in accordance with the project brief with direction from Directors.
- Maintaining an understanding of both individual and project team's day-to-day activity, taking ownership of the packages you are responsible for and independently managing your time to ensure you meet the required deadlines in accordance with the design programme, flagging any potential issues which may affect the timely delivery of your element of work. In a Project Architect role, you will be expected to manage this process, planning project activity to meet required deadlines, allocating tasks in accordance with individual skill sets and offering advice and mentorship to your team.
- Maintaining an understanding of up-to-date construction legislation to ensure the design meets statutory requirements and is in line with the scope of the project.
- Regularly participating in design reviews, presenting your work with confidence and taking direction from Directors to progress design.
- Developing positive relationships with the client and wider design team, ensuring they are kept informed in relation to progress through regular reporting meetings, and being aware of the limitations of your own knowledge and expertise, consulting with Associates or Associate Directors for guidance as required.

## Studio

- Positively representing the practice, upholding the studio's values and adhering to the policies outlined in the Staff Handbook.
- Mentoring more junior members of staff, offering guidance in the use of various software or design techniques for example where required.
- Undertaking other studio wide responsibilities in accordance with your personal interests, championing areas such as equality and diversity, work experience programmes, sustainability, training etc.
- Presenting project updates to the wider team at studio meetings.

## 6.0 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.

## 7.0 How to apply

Please email your applications to [jobs@carmodygroarke.com](mailto:jobs@carmodygroarke.com), with the email subject line Architect – December 2021

Any applications without the relevant subject line will not be filtered for consideration.

Your application should include:

- A brief cover letter or email outlining the reason for your application
- A CV as a PDF attachment
- A sample portfolio as a PDF attachment with a maximum of 10 pages

Please note that attachments should not exceed 10MB in total.

Please note that we do not accept hard copy portfolios.

## 8.0 Equality, Diversity and Inclusion

Carmody Groarke is an equal opportunities employer, committed to equality of opportunity, diversity and inclusion among our workforce, and to following practices that are free from unfair and unlawful discrimination.

Should you wish to view our Equality, Diversity and Inclusion Policy, please contact the Studio Director – [charlotte@carmodygroarke.com](mailto:charlotte@carmodygroarke.com).

## 9.0 Deadline

The deadline for applications is 10<sup>th</sup> January 2022.