

PROJECT NUMBER	JOB TITLE	SALARY
CG08	Part II Architectural Assistant	In accordance with the following salary band: 0-2 years' experience in practice: £30,000 - £32,000 2+ years' experience in practice: £32,000 - £37,000 Note Salary bands will be reviewed in February 2023
REPORTS TO	DATE OF ISSUE	
Project Architect and Associate	January 2023	

## ITEMS

- 1.0 Role  
Part II Architectural Assistants will work as part of a team taking direction from a Project Architect or Associate, and will be responsible for assisting in the design and production of projects within the studio.
- 2.0 Experience  
You will have completed your RIBA Part II qualification, with a developing knowledge of the UK construction industry and an understanding of RIBA work stages and project organisation. You will have a well-rounded knowledge of software and design processes, and may be in the process of developing a specialism in a certain skill.
- 3.0 Practice  
Part II Architectural Assistants are responsible for supporting project teams at each stage of a project's design development. You will assist with the generation and exploration of design ideas, testing and refining options to progress the development of each scheme in collaboration with our internal project team and the wider design team. You will participate in design reviews with directors, communicating design ideas to the wider team for discussion.
- 4.0 Culture  
Part II Architectural Assistants should be positive representatives for the practice, working collaboratively within teams and demonstrating excellent communication skills. Whilst primarily project focused, you are encouraged to participate in the wider strategic objectives of the studio depending on your specific interests, demonstrating initiative and self-motivation.
- 5.0 Responsibilities  
Design
  - Progressing design options through a variety of different methods, including 2D and 3D digital drawing packages such as AutoCAD and Revit.
  - Communicating design ideas through model making and hand sketches.
  - Taking digital photographs and developing through image manipulation tools such as Adobe Photoshop and Illustrator
  - Producing and developing high quality images using CAD and rendering packages at an intermediate level.
  - Producing feasibility studies, stage reports and planning applications, using InDesign at an intermediate to advanced level, and office suite software including Word and Excel at a basic to intermediate level.

- Maintaining an awareness of the scope of responsibility and design programme.
- Planning your work effectively to meet project deadlines, assisting others where necessary and flagging to the Project Architect or Associate responsible any risk that a deadline may not be met.
- Having an awareness of technical standards and building regulations.
- Independently undertaking research into products, materials and building references as directed, reporting back recommendations.

## Studio

- Positively contributing to the studio through assistance in wider studio responsibilities.
- Acting as a mentor to Part 1s in the studio, sharing knowledge and offering support where necessary.
- Maintaining a thorough knowledge and understanding of Carmody Groarke's policies and procedures, adhering to the policies outlined in the Employee Handbook.
- Presenting project updates to the wider team at studio meetings.
- Positively representing the practice, communicating articulately Carmody Groarke's work and supporting the studio's aims and objectives.

## 6.0 How to apply

Please email your applications to [jobs@carmodygroarke.com](mailto:jobs@carmodygroarke.com), with the email subject line Part 2 Architectural Assistant – Jan 2023

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.

The closing date for applications is midday 30th January 2023, with first round interviews to take place in the first two weeks of February.

Carmody Groarke is an equal opportunities employer, committed to equality of opportunity, diversity and inclusion among our team. We actively encourage applications from groups underrepresented in architecture.