

<u>PROJECT NUMBER</u>	<u>JOB TITLE</u>	<u>SALARY BAND</u>
CG08	Architect	0 – 5 years: £36,000 - £46,000 5+ years: £45,000 - £54,000
<u>REPORTS TO</u>	<u>LATEST REVISION</u>	
Associate/Associate Director	April 2023	

## ITEMS

Carmody Groarke is looking for experienced Architects to work on projects in a variety of sectors. Current projects include the refurbishment of several listed buildings located in the City of London, the transformation of an existing museum building as part of a site wide museum masterplan in Manchester and a series of cultural buildings on site in Yorkshire and Belgium.

The intended start date for this position is May – June 2023.

### 1.0 Role

Architects will be responsible for making a significant contribution to the delivery of projects cross 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.

You may be responsible for managing one or more Architectural Assistants in your team, and act as the first point of contact for the consultant team throughout the duration of the project.

### 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 experience of design team coordination and liaising with contractors and clients.

You will have a well-developed understanding of UK construction and a well-rounded knowledge of all project workstages, with a detailed working knowledge of at least two 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. You will be able to confidently communicate design ideas, regularly presenting your work at design reviews with Directors and in meetings with the client and 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, and 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 should improve the lives of communities, whilst having as light as possible environmental footprint. Within the studio, our core values are collaboration and mutual respect. Architects should act as a positive influence to the wider studio culture, and supporting fellow team members is critical to the success of this role.

## 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.
- Maintain an understanding of both individual and project team day-to-day activities, taking ownership of the packages 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.
- If playing 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.
- Maintain an up-to-date understanding of construction legislation to ensure the design meets statutory requirements and is in line with the scope of the project.
- Regularly participate in design reviews, presenting your work with confidence and taking direction from Directors to progress design.
- Develop positive relationships with the client and wider design team, ensuring they are kept informed of progress through regular reporting meetings, whilst being aware of the limitations of your own knowledge and expertise, and consulting with Associates or Associate Directors for guidance as required.

### Studio

- Positively represent the practice, upholding the studio's ethos and values on a day-to-day basis and adhering to Carmody Groarke's policies and procedures.
- Mentor junior members of staff in the studio and members of your project team, maintaining awareness of individual concerns or problems, and flagging to the senior team as necessary.
- Undertake other studio wide responsibilities in accordance with your individual skill and expertise, proactively offering support and guidance.
- Present 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 – April 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.

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 Practice Manager at [jessica.davies@carmodygroarke.com](mailto:jessica.davies@carmodygroarke.com).

## 9.0 Deadline

The deadline for applications is Monday 17<sup>th</sup> April 2023, with interviews anticipated to take place in the last week of April and first week of May.