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**PROJECT NUMBER**

CG08

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**JOB TITLE**

Senior Architect

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**SALARY**

Dependant on skill set and experience, in line with the practice salary bands:  
Senior Architect:  
£48,000 - £58,000

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**REPORTS TO**

Associates/Associate Directors

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**DATE OF ISSUE**

April 2023

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**ITEMS**

Carmody Groarke is looking for a Senior Architect to join the team in London. The successful candidate would be joining the practice to assist in the delivery of a major £50m+ project due to shortly start construction within the UK.

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**

As Senior Architect, you will be responsible for the design and technical development of projects, day-to-day design decisions, project management and coordination and ensuring compliance with best practice design standards and statutory regulations. At various points you will either be responsible for leading a project, managing a complex package of work, or offering a specific area of skill or expertise across several projects.

**2.0 Experience**

The role of Senior Architect is in recognition of the level of experience you have obtained throughout your career as an Architect, typically a minimum of 5 years post Part 3 training/registration or qualification. You will be highly experienced in the management and delivery of projects of a specific sector, you will have experience of the following stages:

- Detailed design - 3&4
- Construction - 5&6

You will have prior experience in managing teams of various sizes and assigning responsibilities for various tasks.

You will have proven experience of delivering a complex project of over £25m construction value within the UK, having responsibility for coordination and negotiation with contractors and design team. You will have developed technical understanding and a good knowledge of UK building regulations, British Standards, and UK planning law.

Experience of both NEC and JCT forms of contract would be beneficial.

**3.0 Practice**

Alongside your projects, you will support the senior team in the delivery of the practice's strategic objectives and wider practice matters. You will play an integral role in design and technical peer reviews at key points, sharing knowledge and mentoring junior members of the 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. Senior Architects should act as a positive influence to the studio culture, demonstrating our values, offering confident leadership and allowing others the space to develop their ideas. The support and mentorship of fellow team members is critical to the success of this role.

## 5.0 Responsibilities Design

- Lead the design process from conception through to completion, working with the team to generate and explore design concepts in accordance with the project brief, with direction from directors.
- Manage your project team's day-to-day activities to meet required deadlines. Delegating tasks in accordance with individual skill sets, monitoring progress and providing advice and mentorship.
- Maintain an understanding of up-to-date construction legislation to ensure each design is in alignment with best practice design standards.
- Review opportunities for the practice to further research into project related fields, e.g., material development, such that it promotes a culture of innovation within the practice.

## Project Management

- Coordinate the development and delivery of a complete project, project stage or package of work.
- Ensure adherence to the deliverables and scope identified within the brief and appointment, escalating any potential issues at the point at which it comes to your attention.
- Lead design reviews with Directors, taking direction and progressing project design in accordance with statutory regulations and best practice.
- Develop positive relationships with the client and wider design team, ensuring they are kept fully informed in relation to progress through regular reporting meetings, maintaining an awareness of the limitations of your own knowledge and expertise when providing advice, consulting with others in the senior team for guidance as required.
- Ensure project information is kept up to date in CMAP (studio management software), reviewing fees and resource on a regular basis and monitoring project profitability.
- Monitor project costs against the project budget with the professional team and ensure that risks are recorded with the relevant client representatives.
- Liaise with consultants, incorporating design work and managing coordination when acting as lead consultant.

## 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.
- Participate in the recruitment process, interviewing potential candidates and providing feedback, as required.

## 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 'Senior Architect – April 2023'.

Any applications without the relevant subject line will not be considered.

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.