
PROJECT NUMBER

CG08

JOB TITLE

Senior Architect

SALARY

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

REPORTS TO

Associates/Associate Directors

DATE OF ISSUE

July 2023

Carmody Groarke is a London-based architectural practice founded in 2006. The practice has developed a reputation for working internationally on a wide range of arts, cultural, heritage and residential projects.

Recently completed work includes the critically acclaimed Windermere Jetty Museum in the Lake District, a temporary museum for Charles Rennie Mackintosh's Hill House in Scotland and a new gallery for the Science and Industry Museum in Manchester.

Current projects include: a major refurbishment and extension to the national Design Museum in Ghent (Belgium), a masterplan for the British Library in Yorkshire (including a major new archive building for the national collection) and the refurbishment and extension of a Grade II* building in the City of London.

The intended start date for this position is flexible, with the earliest potential start date in August.

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.

We currently have a number of large scale projects on site and are seeking applicants with experience of both early stage and construction stage 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, either whilst at Carmody Groarke or elsewhere – typically a minimum of 5 years post Part 3 training or qualification. You will be highly experienced in the management and delivery of projects in a specific sector, or across a minimum of two of the following stages:

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

You will have prior experience in managing teams of various sizes, delegating tasks and assigning responsibilities. You will have a developed technical understanding and a good knowledge of UK building regulations, British Standards, and UK planning law. You will have an understanding of construction contracts and be experienced in reviewing and monitoring the scope of services on projects.

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

Senior Architects should act as a positive influence to others in the practice. You will be expected to show positive leadership, allowing others the space to develop their ideas and proactively offering support and mentorship to others. You will be expected to act with professionalism, communicating confidently with peers, clients and collaborators.

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 the senior team.
- Manage your project team's day-to-day activities, planning project activity in detail to meet required deadlines. Allocating and delegating tasks in accordance with individual skill sets, monitoring progress and offering 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 further research into areas relevant to project work (e.g., materials development), with the aim of promoting a culture of innovation within the practice.

Project Management

- Plan out and coordinate the development and delivery of a complete project(s) or a project stage.
- Take responsibility for the delivery of design services on projects, be accountable and ensure adherence to the deliverables and scope identified within the brief and appointment, escalating any potential issues to a member of the senior team at the point at which it comes to your attention.
- Lead design reviews with Associates and Associate Directors, take direction and progress the design of the project 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 Associates or Associate Directors for guidance when required.
- Ensure project information is kept up to date in CMAP together with the Associate/Associate Director overseeing your project, 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, and proactively offer support and guidance as required.
- Participate in the recruitment process, interviewing potential candidates and offering feedback as required.
- Present project updates to the wider team at studio meetings.

6.0 Working at Carmody Groarke

Located above the historic Smithfield Market in the City of London, we are a diverse studio of designers, researchers and makers. Translating ideas from concept to completion, we often take inspiration from high and low culture, technical research and artistic practice. We are confident and passionate about the work that we do and aim to balance our creative approach with a culture of open and thoughtful communication within the studio, and with clients and consultants.

We are committed to the ongoing professional development of our staff, and provide benefits to support their personal and professional lives. These include:

- A blended working policy incorporating both studio and home working in addition to flexible working hours
- Enhanced maternity and paternity leave
- Workplace Nursery Benefit
- Employee Assistance Program
- Generous holiday allowance and additional holiday based on years of service
- Cycle to work scheme
- Summer working hours
- Support for those needing a visa

We have an annual awayday for the whole practice, summer and Christmas parties, as well as organising regular social, sporting and cultural events.

7.0 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.

8.0 How to apply

Please email your applications to jobs@carmodygroarke.com, with the email subject line 'Senior Architect – July 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.

9.0 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.

10.0 Deadline

The deadline for applications is Monday 31 July 2023, with interviews anticipated to take place in the last week of July and first week of August.