**JOB DESCRIPTION**

**NEIGHBOURHOODS & REGULATORY SERVICES**

**JOB TITLE:** ARCHITECTURAL Technician / ARCHITECT

**DIVISION:** PLACE MANAGEMENT

**GRADE:** BAND 7 TO 11 (Development Scheme)

**RESPONSIBLE TO:** ARCHITECTS AND LANDSCAPE TEAM LEADER

**POST REFERENCE:**  107875

**Purpose of Post**

To support and assist the Architects and Landscapes Team in the efficient provision of its full range of services. This includes:

1. The design, detail and control of Architectural and other Revenue and Capital projects.
2. The provision of professional and technical architectural advice and expertise to the Authority.
3. To assist in the survey and assessment of buildings and land, collating and analysing technical information in particular in relation to property floor plans, condition, suitability and sufficiency assessments and providing technical support to the property and asset management process.

**Key Relationships**

* To liaise with clients at all stages of project delivery and in the provision of professional advice.
* To liaise with all design and construction staff in respect to multidisciplinary project delivery, whether this is within Building Design, Engineering Design & Management, the Construction Section, or external consultants.
* Develop effective relationships within the Authority.
* Develop relationships with external agencies and organisations.

**Main duties and responsibilities at entry level Band 7:**

1. To assist in the design of schemes and compilation of documentation for architectural works.

2. To assist the Building Surveyor in the inspection of any area where required in regard to the condition, repair and maintenance of buildings and associated structures.

3. To assist with undertaking measures, surveys and valuations in respect of any type of inspection.

4. To assist in the provision of estimates and budgetary control for any specified scheme.

5. To assist in the preparation of any reports and performance indicators, conducting consultations and preparing written responses to enquiries.

6. To reply to routine correspondence received by the section.

7. Provide CAD support for the section. This may include the production of complex AutoCAD presentation drawings.

1. Provide completed drawing issue sheets.
2. Undertake minor works delegated by senior colleagues requiring the formulation and execution of plans / schemes of work and completed project budget sheets.
3. Respond to enquiries within own field of competence and expertise.
4. Provide information, including numerical analysis, and short written reports in connection with areas of operation.
5. To study towards a relevant architectural qualification: HNC / HND.
6. Any other duties of a related nature which might reasonably be allocated and required by the Team Leader or Principal Architectural Technician.

**Additional duties at Band 8:**

1. Occasional demonstration of duties, delegation and guidance to other colleagues.
2. Supervision with delegated authority of small (up to £10k) architectural schemes as a project lead.
3. To provide advice to HBC departments (e.g. Planners, Construction Team) and/or the public within own field of competence, expertise and activity.
4. Assist the Building Surveyor in the production of Inspection reports in regard to the condition, repair and maintenance of buildings and associated structures.
5. Assist in the design of all categories of architectural projects relevant to the post. Such tasks are likely to include:

* Design drawings and design software outputs
* A full suite of contract documents and other project documentation.

1. Assist in the preparation of a scheme Planning application and a Building Regulations application.
2. Demonstrate a good understanding of construction related regulations and legislation including C.D.M, Health & Safety, Asbestos Regulations, Equality Act 2010, and Building Regulations.
3. To study towards and complete HNC / HND (required for progression to Band 9).

**Additional duties at Band 9:**

1. When undertaking minor works delegated by senior colleagues requiring the formulation and execution of plans/schemes of work, take shared responsibility for the financial monitoring and outcomes of those minor works.
2. Provision of advice to HBC departments and/or the public within own field of competence, expertise and activity, such as could only be acquired through education to HND/HNC level.
3. Lead on the design of at least one category of small architectural project without direct supervision and monitor the contract budget (spend expected to be £10-25k).
4. Undertake additional specialist training (short courses, design related specialist training) pertinent to the needs of the Department.
5. Maintain an awareness of developments in the specialist area.
6. Attend further training to improve knowledge of specialist area.

**Additional duties at Band 10:**

1. Lead on the design of at least one category of medium architectural project without direct supervision and monitor the contract budget (spend expected to be between £25-100k).
2. To assist in the design and contract supervision of any project carried out within the Building Design section at a value in excess of £100k.
3. Provision of decisive advice to HBC departments and/or the public within own field of competence, expertise and activity, such as could only be acquired through education to HND/HNC and significant experience in the role.
4. To carry out inspections and report on the condition of buildings and associated structures in support of the Building Surveyor.
5. Undertake surveys involving surveying equipment, measuring tools, etc. as the responsible person, including overseeing junior staff.
6. Regular demonstration of duties, delegation and guidance to junior/other colleagues.
7. Deliver training to other colleagues as directed, including staff external to the team such as school caretakers, building managers, construction staff, etc. This could include, but is not limited to, specialist areas such as awareness of fire door issues, access audit requirements, etc. and would be in addition to demonstration of duties.

**Additional duties at Band 11:**

1. When required, to be responsible for finding new and creative solutions to resolve the more challenging architectural design problems.
2. To be personally responsible for undertaking the occasional inspection of any area where required in regard to condition, repair and maintenance of a building or associated structure in support of the Building Surveyor’s programme.
3. To be personally responsible for undertaking measures, surveys and valuations in respect of any type of inspection.
4. To prepare independently reports and performance indicators, conducting consultations and preparing written responses to enquiries.
5. To appoint and manage external consultants in order to progress any necessary specialised type of architectural, surveying or other consultancy work.
6. To be personally responsible for undertaking the design of all categories of architectural projects relevant to the post. Such tasks are likely to include:

* Design drawings and design software outputs
* Inception including obtaining Client brief
* Feasibility
* Survey
* Outline proposals
* Scheme design
* Detail design, Specification and Schedules in accordance with all statutory requirements
* Planning application submissions
* Building Regulation submissions
* Preparing information for the preparation of Bills of Quantities through tender stages and project planning
* Operations on site including safety considerations and Site Supervision
* Monitoring to satisfactory completion including Defects Liability Period
* Completion of Works and assisting in any negotiations leading to the verification of the final account

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: May 2022

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