

JOB SPECIFICATION



Position: SENIOR ARCHITECTURAL TECHNICIAN

Homes

Pat Munro Homes are a specialist provider of bespoke homes in the Highlands of Scotland.

Clients can choose from a wide range of house styles which suit almost all budgets and can be tailored to meet individual customer requirements. We have developed new homes across several sites and are currently developing new homes in Alness, Dornoch, Munlochy & Rosemarkie.

Position Details

Job Title	Senior Architectural Technician (Full-time, permanent)
Location	Alness
Working Hours	42.5 hours per week (between office hours of 8am – 5:30pm Mon to Fri). Flexible hours available to suit the right candidate
Remuneration	£negotiable depending upon relevant experience
Other Benefits	3% pension contribution & Death in Service Cover
Holidays	30 days per year with 12 fixed days (for full-time positions)
Probationary Period	3 months from commencement, during which either party have the right to immediate termination of employment. Upon successful completion of the probationary period, full terms of the employment contract will apply.

Principal Job Responsibilities

- Prepare / assist with the preparation of feasibility drawings and detail design information using both Revit and AutoCAD.
- Have commercial awareness of design decisions.
- Assist or develop specifications and scheduling on a project-by-project basis.
- Provide advice on technical matters as required.
- CDM compliance
- Assist in the development of design briefs as required.
- Manage correspondence in relation to project files.
- Co-ordinate design work both internally and with external design consultants.
- Manage the document control of design work to meet build programme, testing, sustainability levels, as-built drawings, and the completion certification process through to final client handover.
- Prepare and manage progress of Planning and Building Warrant applications with ability to liaise and converse with statutory bodies and consultees, direct and on-line.
- Have a good understanding and ability to translate both the Scottish Technical Standards and NHBC regulations, through design.
- Support existing design team members as required and dependent upon experience.
- Manage customer expectations and requirements as required.
- Keep up-to-date with Planning and Building Regulations where applicable.

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- Site surveys and visits to be carried out, as necessary.
- Prepare or assist with designers' risk assessments as projects develop.
- On all occasions promote best practice when issuing design information.
- Work for the employer in accordance with the agreed terms and conditions of employment.
- Undertake training, attend courses and seminars as required to maintain professional knowledge base.
- Be diligent, punctual, behave in a responsible manner and in accordance with the requirements of Health and Safety legislation; and
- Promote, at all times, the employer's best interests.
- Any other duties as directed by the Line Manager.

Applicant Qualities

The successful applicant will ideally have the following skills, qualities & experience: -

- Significant experience in the housing sector would be preferable.
- Relevant Architectural qualifications are required.
- Have the desire to embrace modern methods of construction.
- Experience with design and space requirements with consideration to disability challenges and mobility impairment.
- Proficient in both Revit / AutoCAD and displays good I.T. skills.
- Experience in construction detailing and material specification.
- Experience with the Scottish Technical Standards, preferably Domestic Building Regulations.
- Good communication skills.
- Can work well under their own initiative and as part of a design team.
- Displays a high degree of accuracy in their own work.
- Displays good and consistent presentation skills.
- Be organised with good file management skills.
- Has an appreciation towards customer focus.
- Has a flexible approach to project work and a willingness to undertake tasks out with their key job responsibilities.
- Be professional, trustworthy, friendly, timeous, and reliable.