Position description

Position title
Architect

Reports to
The Architect will report to the Director.

Position overview
A role for a registered architect who has general experience working in the field of architecture, to lead or be part of the project team, including consultants and other staff within the office, contributing to all phases of architectural projects and aspects of office management.

Success in this position will be determined by:

- The degree to which you contribute to the success of others and the practice as a whole
- How much you advance your own skills and knowledge to contribute more effectively
- The growth in your capacity to be proactive, to take ownership of allocated tasks and demonstrate initiative

Practice mission and values
The position has, as its fundamental goal, our practice mission:
“Creating, through a process of refinement and client interaction, unique and versatile home environments that focus on the people and the place.”

The position is accountable for acting in accordance with our practice values:

- Professionalism
- Communication
- Customer Service
- Accountability
- Recognition, and
- Teamwork

Responsibilities and duties
Key duties and responsibilities of the position are:

- Collaborate with others and support the practice to:
  - undertake general office tasks and help with the efficient running of the office
  - develop templates, standards and quality control systems within the office
  - develop and maintain design integrity
  - produce marketing content, including awards entries and web content
  - coordinate your work with that of other staff, consultants and collaborators generally

- Work as a member of one or more project teams to:
  - coordinate design development
  - coordinate and/or produce error free existing conditions drawings, permit application drawings and documentation, construction drawings
  - coordinate and/or produce error free construction specifications and schedules
  - contribute to presentation drawings and other presentation materials
- Independently:
  - communicate and/or meet with clients, town planners, consultants, and builders on site and elsewhere as required
  - coordinate, integrate, review and evaluate the work of sub consultants
  - attend site meetings prior to and during construction
  - ensure the incorporation of relevant planning and construction codes, standards and regulations into design concepts and documentation
  - conduct tenders, negotiate contracts and administer building contracts
  - respond to builder and client queries during, before and after construction

- Work with the Director to:
  - Develop and prepare concept designs
  - produce Opinions of Probable Cost at all project stages

- Work towards expanding your role to:
  - develop your experience
  - gain greater independence and specialist expertise to contribute to the office
  - seek out and attend relevant CPD events

Qualifications, skills and experience

Minimum requirements are:

- Architecture degree or degrees recognised by the Architects Registration Board of Victoria
- Registration with the Architects Registration Board of Victoria
- Reasonable design and documentation skills and general proficiency with design-related software such as SketchUp, Microstation, Revit and AutoCAD.
- General proficiency with the Microsoft Office suite of programs, including Word, Excel and PowerPoint.
- General proficiency with the Adobe suite of programs, including Acrobat, PhotoShop and Illustrator.
- Good communication skills, both orally and in writing.
- You should have a reasonable level of arithmetic and mathematical skill.
- A minimum of three years’ experience in an architectural studio environment.

Physical abilities

Windiate Architects does not discriminate on any grounds, including race, ethnicity, gender, religion, sexual orientation or physical ability. However, to effectively carry out this role, it is highly desirable that you have:

- a current driving license and access to a vehicle
- the capacity to independently use stairs and ladders, and to access subfloor and attic spaces
- the ability to traverse rough, muddy or uneven terrain and to negotiate effectively diverse kinds of obstacles on building sites

Outcome focus

This position description describes general information to assist understanding the scope and responsibilities of the role. However, it is not intended as an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

The Architect will work collaboratively with others, operating as needed to deliver the desired outcomes for individual projects or tasks, and for the practice as a whole.