

**KTA POSITION DESCRIPTION: ARCHITECT**

**Type** Full Time (1.0 FTE)  
**Date** August 2021  
**Qualifications** B.Arch (or equivalent) + M.Arch, ARBV Registration

**About KTA**

Kerstin Thompson Architects (KTA) was established in 1994. The work of the practice encompasses architecture, interiors, landscape and urban design. Our work is extremely varied and ranges in scale and program

We like to think of our projects as portraits; unique and particular to the clients, environments and purpose at hand, with a focus on an enjoyment of place, sustainability and integration with landscape and community.

The practice focus is on architecture as a civic endeavour; buildings that forge connections with their surroundings and the people who inhabit them. Design is necessarily integrated, multi-disciplinary and based on intensive collaboration between client, consultants and contractors.

**Key Responsibilities**

Project Responsibilities:

- Establish project program and manage key milestones.
- Manage project budget and direct value management.
- Lead and manage KTA team including defining and delegating team roles, deliverables and tasks.
- Proactively manage client / consultant and contractor relationships, including day to day liaison, coordination of input, and expectations.
- Anticipate future project issues and risks and implement strategies to mediate these.
- Liaise with Principal and within KTA as required to progress project.
- Monitor project progress with allocated hours and hours to complete.

Studio Responsibilities:

- Join one of KTA's internal committees focussed on the organisation and advancement of the practice.
- Demonstrate leadership and advocate for KTA.
- Nurture and support junior team members.

Design Guardianship Responsibilities:

- Understand and uphold project objectives & design intents.
- Align design & documentation with intent;
- Provide clarity about and reinforce design intents to project teams, and manage delivery to this.
- Champion design priorities with consultants, client, contractor, etc.

**Organisational, Communication & Interpersonal Skills**

- Demonstrate;
  - Leadership, care and commitment.
  - Be engaged and passionate.
  - Initiative and proactivity.
  - Strategic thinking.
  - Exceptional organizational, time and task management skills.
- Maintain accuracy and high-quality outputs.
- Be systematic, reflective, analytical and strategic.
- Communicate effectively and proactively with emotional intelligence.
- Ability to work autonomously and as a member of a team
- Comfortable with leadership;
- Willing to ask for help – know who and what to ask for.

**Remuneration**

To be discussed, commensurate with experience.

**How to Apply**

Send folio samples & CVs to hr@kerstinthompson.com with "Architect" in the subject. Attachments are to be below 10mb.

Agency solicitations will not be reviewed.