

Experienced Project Architect – Maternity Leave Cover

Position Title – Experienced Project Architect

Location – Fitzroy North, Victoria

Employment Basis – Full time – 12 month maternity leave cover with option to extend

Salary – In line with experience and current market rates

About Us:

Project 12 Architecture is an award-winning practice with a growing body of residential and educational work. We are a collaborative and social practice, who are passionate about architecture and the work we produce. We provide an inclusive and supportive work environment for our staff and actively promote a healthy work life balance.

Job Description:

We are on the lookout for a talented and enthusiastic Project Architect to fulfill a 12 month maternity leave contract, with the potential to extend and make the position permanent, subject to workload. The candidate will be working on a number of exciting educational projects, from schematic design through to documentation and contract administration.

The role will involve:

- Working across all stages from initial design phases, documentation and contract administration.
- Managing project deliverables, including design packages, documentation, reports, and schedules.
- Working directly with clients and key stakeholders.
- Managing and coordinating consultants, sub-contractors, and construction team.
- Salary will be commensurate with level of experience and skill.
- Successful candidate will be provided with computer and necessary equipment.

Essential Skills and Experience:

- Minimum 5+ years' experience post registration.
- Experience on educational projects, ideally with knowledge of VSBA projects and deliverables.
- Ability to manage and work on a project autonomously across all stages.
- Strong ArchiCAD experience preferable.
- Proficiency in Adobe Creative Suite and Microsoft Office required.
- Strong understanding of construction and detailing is key.
- Familiarity of National Construction Code and Australian Standards.

- Ability to independently produce and coordinate documentation packages, including consultant information.
- Excellent verbal and written communication skills.
- Ability to work collaboratively with directors, other staff and wider project team.
- Good organisation and time management skills and ability to work to deadlines.

Application:

Candidates should send their CV and PDF portfolio (max 5Mb) to

info@project12architecture.com