

Project Architect (Level 4 and above)

Job Description

MAArchitects Pty Ltd (MAA) is an EO employer and is committed to providing all employees with a safe and enjoyable working environment. MAA policies and procedures have been developed to support this. All employees are responsible for their own awareness and understanding these policies and procedures.

Overview

A Project Architect is ultimately responsible for the efficient and professional delivery of their designated projects. Generally Project Architects work independently reporting to the Director, and are responsible for managing the project team and for the quality of work produced by team members.

Project Architects are responsible for the successful delivery of projects in regards to design, quality, budget and time.

Reports to:
Director

Role

Project Architects are required to provide an overview of all aspects of the architectural process and monitor staff performance in relation to quality, project fee budgets, and project programming.

Project Architects should identify any potential problems that may arise during the course of the project, review possible solutions and, where necessary, bring these to the attention of the Director.

Project Architects are responsible for ensuring the integrity of the design is maintained at all times.

Project Architects are responsible for nominating project meetings (ie in-house and consultant meetings).

Project Architects are responsible for ensuring that meticulous project records of all key communications with the Client, Authorities and Consultants and other relevant parties are kept by all members of the Project Team, and that all critical information is passed on to the Project Director in a timely fashion.

Specific Performance Criteria:

- Deliver projects from start to completion independently with a focus on project delivery
- Experience with other high profile architecture practices and/or projects
- Strong Design focus, portfolio of work, design methodology
- Client facing, maintain & develop client relationships
- Client briefing
- Coordinate and liaison with project team, clients, consultants and contractors
- Contract Administration / Answering RFI's & site activities as required
- Be up to date on market trends, attend industry events
- Assist with fee proposals, project programs & resourcing
- Ability to work as a leader & /or part of a team as required including mentoring & delegating to more junior staff
- Proficiency with computer software for the delivery of Presentations, Submissions & all Design Phases
- Production of working drawings, plans, schedules and specifications
- Collaborate with Interior Design Staff & Directors, assist with Interior Design Deliverables where required.

Training & Self Education

The Project Architect is responsible for self education and professional development, including keeping up to date with changes to relevant legislation and other regulatory controls affecting the practice of Architecture.

MAA is an A+ member of the Australian Institute of Architects, all staff are covered by this membership which provides access to the institute member services and personal copies of Architecture Australia and AV Magazines. A requirement of this membership is that staff achieve a minimum number of CPD points per year.

MAArchitects Pty Ltd will fund attendance at seminars, lectures etc as appropriate.

Architect Position Descriptions

Level 1	<ul style="list-style-type: none"> • Proficient use of preferred drafting program • Proficient use of office including power point, excel & word • Proficient use of adobe programs including Photoshop, InDesign & Illustrator (desk top publishing skills preferred) • Design or documentation team member working to Senior’s mark-ups • Suggested job title to be Graduate Architect • Architecture degree qualification from recognized institution • Undergraduate / part-time or no professional experience required
Level 2	<ul style="list-style-type: none"> • Intermediate drafting, production of working drawings • Requires work to be regularly checked • Good time management skills • Minor liaison with external consultants • Site activities as required • Suggested job title to be Graduate Architect • Architecture degree qualification from recognized institution • 1 – 3 years experience with multi-residential, single residential and hospitality projects preferred
Level 3	<ul style="list-style-type: none"> • Starting to take lead role on smaller projects or possibly package lead on bigger projects • Production of working drawings, plans, schedules and specifications • Competent design skills • Experience liaising with consultants & contractors • Suggested job title to be Architect / Interior Designer / Project Leader • Architecture degree qualification from recognized institution • Professional registration preferred • 3 – 6 years experience with multi-residential, single residential and hospitality projects preferred
Level 4	<ul style="list-style-type: none"> • Extended project responsibilities • Managing a documentation team and external stakeholders • Suggested job title to be Project Architect / Project Leader • Architecture degree qualification from recognized institution • Professional registration preferred • 6 – 10 years of professional experience required, preferably with multi-residential, single residential and hospitality projects
Level 5	<ul style="list-style-type: none"> • Highly skilled designer/documenter • Taking lead role on projects and leading design delivery team and doing mark-ups • Deliver projects from start to completion independently, including contract administration • Staff Management • Coordinate and liaison with project team, clients, consultants and contractors • Strong communication & interpersonal skills • Solid industry network base
Level 6	<ul style="list-style-type: none"> • Project Delivery • Staff Management • Involved in business development and client management, budgeting • Project Leader / Architect, mentor, manager • Strong communication & interpersonal skills
Level 7	<ul style="list-style-type: none"> • Experienced professional leading a Practice or Specialist division • Design Leader, Project Director overseeing business development, tender and fee submissions • Strategic direction for projects and the practice