

Senior Project Architect (Level 5+)

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

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

Reports to:
Director

Role

Senior 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.

Senior 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 Project Director.

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

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

Senior 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.
- Suggestions for business efficiencies, systems / processes reviews

Training & Self Education

The Senior 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.