

Job title:	Senior Project Architect
Reporting to:	Karen Alcock, Principal
Salary:	Commensurate with experience
Hours:	Full time, 37.5 hours per week
Location:	25 William St, Cremorne

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

Purpose of the Position

MAArchitects is a small-to-medium sized practice specialising in residential, mixed use and commercial architecture and interiors.

The Senior Project Architect will be responsible for the efficient and professional delivery of projects. The position requires an adaptable, all round individual with proven experience in all phases of Architectural practice. The Senior Project Architect will be responsible for the day to day running of a number of projects, working autonomously as well as managing project teams when required.

Work experience, skills and qualifications

- Experience with multi-residential and single residential (renovations and new builds)
- Ability to deliver projects from start to completion independently with a focus on project delivery
- Demonstrated documentation and drawing management skills
- Demonstrated design sensibility and eye for detail
- Proficiency with computer software for the delivery of presentations and drawing submissions (ArchiCAD, Sketchup and Adobe Creative Suite skills preferred)
- Contract administration and site experience essential

Personal qualities & behavioural traits

- Strong verbal and written communication skills
- Effective problem solving and decision making skills
- Excellent personal presentation. You must be professional, friendly and calm
- Ability to work as a leader and/or part of a team including delegating to more junior staff
- Enjoy working in a collaborative studio environment
- Manage sensitive and confidential information

Responsibilities & duties

- Undertake projects from concept design through to completion
- Liaise with Clients and relevant Consultants and Authorities as required
- Assist with fee proposals, project programs and resourcing

- Supervise work progress and mentor younger staff

Training & Self Education

- Complete 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 will fund attendance at seminars, lectures etc. as appropriate.

Relationships

- Internal
 - Principal
 - Junior staff
- External
 - Clients
 - Consultants