

Job title: Architect – Level 3 +  
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 (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

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At this level you will be recently registered and still learning the professional role of the Architect. Whether you are working directly with a director or as part of a team you are responsible for the information management of projects and the day to day management of emails, file, drawings notes etc. You are responsible for ensuring any critical information is passed onto to Project Architect/Director in a timely manner.

Depending on the size of the project you may work with as part of a team or directly with a Director.

Your role will include design, documentation administration and contact tasks depending on the size of the project.

You may complete contract administration on smaller projects under the mentorship of a more senior Architect.

#### Specific Performance Criteria

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- 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
- Architecture degree qualification from recognized institution
- Professional registration preferred
- 3+ years' experience with multi-residential, single residential and hospitality projects preferred

#### Training & Self Education

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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 complete 20 hours of recorded PD per year. Staff are required to complete a Professional Development Log throughout the year and submit it every 6 months.

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