

We are a global design leader ranked 17th in the UK and within the Global Top 100 of architectural practices. With our Head Office in London, we have studios across the UK and internationally in New York, Singapore and Amsterdam.

Our people are the foundation of our culture: tightly knit and incredibly welcoming. We nurture our staff and encourage their creative and entrepreneurial spirit. We set high standards for ourselves and our teams work collaboratively to achieve the best, and have the determination and drive to do things better. We like to push ourselves, creatively, in business and as a team. We listen and explore every angle with our clients so that we make the creative journey an enjoyable one for all.

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## **ARCHITECTURAL ASSISTANT PART 2**

### **Your role**

- You will have a good understanding of the design process and ability to assist the management/delivery of projects from concept to completion in a highly organised way with an efficient attention to detail
- You will be translating the concept into detail design, to enable the delivery of construction
- You will work as an effective team player with a flexible and open approach to problem solving

### **What you will do**

- Produce consistent and accurate material, including CAD drawings, models, reports and schedules.
- Have an appropriate understanding of the building regulations for your role, based on your experience to date.
- Use your understanding of the different contractual situations to ensure the right level of information is produced during a project's development.
- Demonstrate excellent communication skills with the ability to interpret instructions effectively and present back within the design team.
- Respond positively to change within a project e.g. to brief, programme or role
- Work within a team and liaise and co-ordinate with other disciplines and team members effectively
- Work effectively, efficiently and flexibly under pressure and to tight deadlines
- Have a positive 'Can-Do' approach to problem solving and proposing ideas.
- Be committed to self-improvement whilst balancing work and your personal development
- Learn and implement Scott Brownrigg's management systems (effectively and efficiently)
- Act as an Ambassador for the Company

### **Your skills**

- You will have a strong working knowledge of CAD, preferably Revit, although we will provide training
- Be highly computer literate, skilled in Microsoft Office, Adobe Suite and / or Affinity software and SketchUp applications
- Be a confident presenter both verbally and visually using software and hand drawing skills
- Be self-motivated with the ability to work with minimum supervision

### **Your qualifications and experience**

- The role will suit a Part 2 qualified Architectural Assistant with broad experience
- Working knowledge of UK Building Systems, Regulations and construction types
- Working knowledge of town planning procedures

### **Drive for Results**

Focused, driven and determined to deliver results; taking objectives willingly and proactively setting own goals; measuring your own success; focusing on new or more effective ways of delivering results; persistent; seeking and acting on feedback.

**Client Focus**

Obtains clarity about client needs; ensure the service is meeting your client needs; takes responsibility for customer satisfaction; works to build long term relationships with clients.

**Concern for Quality**

Double check the accuracy of your own work; follows SB-MS systems and procedures; supports and helps others, encouraging them to observe the correct procedures and standards.

**Teamwork**

Understand your own role and others within the team; works hard and willingly stands in for others when needed; encourages others to participate and work together to solve problems; shares experience, ideas and opinions.

**Interpersonal effectiveness**

Listens; understanding both content and emotion; picking up on body language, probing to develop a clearer picture of the situation; builds a rapport with people within the Practice.

**Agility and adaptability**

Receptive to change; makes constructive suggestions; agile and works quickly to ensure changes are implemented; restrains strong emotional impulses; resists temptation to react immediately.