**Job Description – Senior Architect / Technologist / Building Surveyor**

**Job Title:** Senior Architectural Technologist / Architect / Building Surveyor

**Salary:**  £40,000-45,000 pa

**Hours of duty**: 35 hours a week

**Responsible to:** Director of Property Services

**Main purpose of the role:**

* To develop and manage primarily education focussed projects through all RIBA Stages of Work (project value £50k to £1m).
* Preparation of feasibility, planning, working drawing packages, specifications, and schedules of works.
* Be principal point of contact for clients and stakeholders.
* Help clients to develop project briefs.

This is a client facing and lead generating role with excellent potential for career progression together with the opportunity to play a significant role in influencing the future growth of the company.

**Work Streams**

Spire deals with capital projects generally associated with:

* church and non-church schools
* parochial church councils
* parish councils

Projects include educational building extensions, refurbishment and alterations, design-work and feasibility studies and heritage buildings including churches, Heritage Lottery Fund applications including work around community engagement.

**Key Customers**

* Diocese of Norwich Board of Education and Academies Trust
* Head Teachers and School Governors
* Church Wardens and members of Parochial Parish Councils
* Parish Councillors

**Main Duties and Responsibilities**

**Capital projects:**

1. Develop projects through all RIBA Stages of Work (project value £50k to £1m).
2. In conjunction with clients develop project briefs
3. Preparation of feasibility, planning, working drawing packages, specifications, and schedules of works
4. Contract administration, job running, including managing other consultants and specialists
5. Carrying out condition surveys and measured surveys.
6. Drawing up designs and measured surveys in AutoCAD.
7. Be principal point of contact for clients and stakeholders
8. Managing architects, structural engineers, and other professional consultants in the co-ordination of project delivery.
9. Have excellent knowledge of and managing statutory compliance of planning and building regulations applications, party wall act requirements, CDM regulations etc.

**Contractor and Supplier Management:**

1. Develop and maintain strong relationships with local and national contractors.
2. Develop and maintain an understanding of specialist contractor market.
3. Manage approval of invoices for both capital and maintenance works.

**Business Management:**

1. Take an active role in the development of SPIRE’s strategy and business plan.
2. Take an active role in weekly progress meetings.
3. Ensure job sheets and progress reporting is completed in a timely and high-quality manner.

**Person Specification**

**Essential**

* Minimum 10 years’ relevant experience involving educational buildings.
* Chartered membership of RIBA, CIAT or RICS with appropriate Professional Education experience.
* Excellent proficiency in AutoCAD, NBS and Microsoft office.
* Extensive technical knowledge of the built environment
* Ability to manage projects from inception to completion
* Strong organisational skills and an eye for detail
* Ability to identify building defects and advise on remedial work
* Ability and personality to lead and motivate a small team together with project and time management skills
* Analytically minded, with strong problem-solving skills
* Excellent interpersonal and communication skills, both written and oral
* A full driving license.

**Desirable**

* A working knowledge of heritage buildings, as some projects relate to church buildings which fall under the Ecclesiastical Exemption legislation; other projects may relate to listed buildings.
* BIM/ Revit experience an advantage but not essential.

The successful applicant will be subject to a basic DBS (criminal record) check and will be expected to undergo relevant safeguarding training.