



dRMM

Magdalen House
136-148 Tooley Street
London, SE1 2U
T +44 (0)20 7803 0777
E mail@drmmstudio.com
W drmmstudio.com

JOB DESCRIPTION IS CONFIDENTIAL

Job Title:

Part 1 Architectural Assistant

Department:

Architectural

Reports to:

Project Lead (Project Architect or Associate)/ Associate Directors

Job Overview:

The role of a Part 1 Architectural Assistant at dRMM is to work on projects, usually as part of a team. A Part 1 Architectural Assistant reports to the relevant Project Lead on a day-to-day basis, and ultimately to the Associate Directors.

Qualifications:

- RIBA Part 1 (or equivalent)

Duties:

The duties set out below outline the range of activities required. It is not a comprehensive list.

- Research and draft solutions to architectural problems
- Research project briefs, materials and construction products and systems
- Draft and amend under the guidance of project lead concept and detail designs by CAD and by hand
- Draft and amend under the guidance of project lead technical designs and production information by CAD and by hand
- Assist in preparing presentation materials by CAD and by hand for internal and external purposes
- Attend relevant internal and external meetings, take notes where appropriate and follow up action points
- Liaise with members of the external design team as required
- Thorough knowledge of and compliance with dRMM procedures and standards
- Maintain studio and project files, prepare drawing issues. Maintain project QA records
- Attend in-house/ external continuing professional development (CPD) activities and record evidence. Record evidence of professional experience in accordance with the requirements of the RIBA
- Work shadowing and observation of activities within the practice for the purpose broadening the professional experience
- Contribute to studio improvement works, or otherwise assist, as required

Person Skills:

- Ability to work under own initiative
- Good interpersonal skills and able to work independently and as part of an effective team
- Ability to manage own working practices and learn from mistakes
- Ability to communicate to a team of people

- Ability to work well under pressure and meet deadlines efficiently
- Ability to take initiative in response to direction or instruction
- Demonstrate flexible and open attitude towards new ways of working and commitment to independent, life-long learning externally

Technical Skills:

- Good design understanding
- Ability to use a variety of media in the development and documentation of a design project
- Good drawing skills
- Ability to work accurately and diligently
- Excellent ability to build physical models
- Good written and verbal communication skills
- Good organisational skills
- Ability to manage sensitive and sometimes confidential information
- Awareness of technical standards, regulatory frameworks and an understanding of building technologies
- Knowledge of relevant CAD systems, 3D and visualisation software, and adherence to relevant dRMM standards

Note: This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the studio may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work.

Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.