



dRMM

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JOB DESCRIPTION IS CONFIDENTIAL

Job Title:

Project Architect/ Project Architectural Designer

Department:

Architectural

Reports to:

Associates/ Associate Directors

Job Overview:

The role of a Project Architect/ Project Architectural Designer at dRMM is to run a project (or multiple small projects), or to be part of a larger project team with defined responsibilities successfully and efficiently. A Project Architect/ Project Architectural Designer reports to the relevant Associate on a day to day basis and ultimately to the Associate Directors.

Qualifications /experience:

- RIBA Part 3 (or equivalent) or relevant experience (at the discretion of dRMM)
- If Part 3 qualification has not been obtained in the UK, it is required to give evidence of sufficient equivalent knowledge or, as a minimum, attend an ARB recognised Part 3 lecture course
- Typically minimum three years of relevant project experience following Architect /Architectural Designer role demonstrating high proficiency through this time

Duties:

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

- Run project(s) and support relevant associate with the management of scope, resourcing, programme and outputs
- Keep relevant associate informed of progress and design development and organise design, and technical reviews as required
- With management group ensure highest quality of outputs with regards to design, professional management and technical delivery
- Represent dRMM at events, including: networking, lectures and exhibitions, charrettes etc.
- Prepare PQQs, EOIs etc.
- Contribute to staff appraisals and reviews
- Contribute to professional development of more junior team members
- Manage a project team, making sure all team members are properly briefed and able to complete their tasks. Review drawings/ information produced by other team members before issuing
- With relevant associate, develop design programme and list of deliverables for relevant stages for in-house use as well as for submission to client/ project team
- Research and develop solutions to architectural problems
- Research project briefs, materials and construction products and systems
- Oversee/ develop concept and detail designs by CAD and by hand
- Oversee/ develop technical designs and production information by CAD and by hand
- Keep up to date on relevant legislation and regulations
- Establish and integrate technical information and statutory requirements into design and production drawings, including preparation of drawings for planning and building control approval, tender and construction purposes

- Prepare presentation materials by CAD and by hand for internal and external purposes, including attendance of client and user presentations, and incorporate feedback
- Prepare written specifications and contract documentation, including assistance in drafting architects' instructions and certificates
- Run relevant internal and external meetings, prepare agendas, take minutes/ notes and follow up action points
- Run design team/ site meetings as the project architect, where appropriate
- Run internal project planning meetings
- Liaise with members of the external design team and other stakeholders
- Thorough knowledge of and compliance with dRMM procedures and standards
- Maintain studio and project files, prepare drawing issues. Maintain project QA records
- Undertake post completion assessment and de-brief for clients and building users
- 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
- Contribute to studio improvement works, or otherwise assist, as required

Person Skills:

- Ability to work under own initiative, be self-motivated and able to take responsibility
- Lead by example to entire team
- Good interpersonal skills and able to work independently and as part of an effective team
- Ability to manage and appraise own working practices
- Ability to manage and communicate to a team of people
- Ability to manage own and team members' time efficiently and work to deadlines
- Flexibility and versatility including working on a variety of projects in parallel
- Ability to take initiative in response to direction or instruction
- Ability to work well under pressure and meet deadlines efficiently
- Resilient to cope with conflicting demands, able to prioritise duties and work effectively under pressure while remaining calm and professional at all times
- Demonstrate flexible and open attitude towards new ways of working, and commitment to independent, life-long learning
- Ability to build good relationships at all levels, internally and externally
- Be self-confident and able to cope with criticism

Technical Skills:

- Ability to produce coherent and well resolved architectural designs
- Ability to use a variety of media in the development and documentation of a design project
- Excellent drawing and presentation skills
- Ability to work accurately and diligently
- Excellent ability to build physical models
- Excellent written and verbal communication skills
- Excellent organisational skills
- Ability to manage sensitive and sometimes confidential information
- Ability to understand and formulate design decisions and present for discussion
- Understanding of the professional duty of care arising from the relationships between client and architects, employer and employee
- Knowledge of relevant CAD systems, 3D and visualisation software, and adherence to relevant dRMM standards

- Understanding of financial aspects of running a design project on time and on budget
- Understanding of ISO accreditation and related duties

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.