

Role Profile

ARCHITECTURAL TECHNICIAN 1			
Reference No.	A4634	Type	Individual
Service	Building Services		
Job Family	Professional 2	Grade	FC8

Purpose
The primary function of the post is to produce technical designs for our in-house delivery service as part of a wider multi-disciplinary team.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Undertaking all technician duties including design work, 3-D modelling, specifications, detailed technical and contractual matters.	Experience in all aspects of design process from inception to completion (Deliver results – See ‘How We Work Matter’s Framework)	✓	
	Experience of working with other professional disciplines for example engineering or quantity surveying (Work together)	✓	
Liaising with clients as part of the development of the brief and prepare feasibility studies in conjunction with Quantity Surveyor.	Extensive post qualification experience		✓
Liaising with statutory bodies as required.	Educated to SCQF level 7, which includes HNC or Advanced Highers or equivalent	✓	

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Assisting a Chartered Architect in his/her Contract Administration Duties if required.	Membership of CIAT		✓
Ensuring compliance with statutory legislation in respect of the Building Acts, Planning Acts.	Provide a regular and effective service	✓	
	Design/Technical Skills	✓	
	Contract Administration skills	✓	
	Proficient in 3D modelling tools	✓	
	IT / computer skills (Embrace technology and information)	✓	
	Team Working skills	✓	
	Experience of responding to tight deadlines	✓	
	Initiative taking skills (Take ownership)	✓	
	Knowledge of design and construction industry issues, legislation and practice (Focus on customers)	✓	
Assisting a Chartered Architect in the discharge of his/her Principal Designer responsibilities under the CDM Regulations			
Complying with relevant legislation and regulations and the Council's and Building Service's policies on Health and Safety and codes of practice.	Revit® software for Building Information Modelling		✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:
<ul style="list-style-type: none"> Skills Framework (if applicable) How we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> Take Ownership Focus on Customers Work Together Embrace Technology & Information Deliver Results