



Role Profile

CHARTERED ARCHITECT				Purpose			
Reference No.	A4390	Type	Individual	The primary function of the post is to lead and co-ordinate the technical design team (internal and external staff) on a variety of building projects from inception to completion.			
Service	Assets, Transportation & Environment - Property Services						
Job Family	Professional 3	Grade	FC9				
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 Architectural duties including design work, 3-D modelling, specifications, contract administration and all technical and contractual matters				Educated to SCQF level 11, which includes a Masters Degree, Post Graduate Diploma, SVQ level 5 or equivalent	✓		
				Proficient in the use of both 2D and 3D Design software including AutoCad, and Revit. Knowledge and use of Building Information Modelling (BIM) software.	✓		
				Experience in all aspects of design process from inception to completion Experience of working with other professional disciplines for example engineering or quantity surveying	✓		
				Good Design/Technical Skills	✓		

Role Profile

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
	Ability to work in a multi-disciplinary team, preparing of contract drawings and specifications on varied contracts Good written and oral communication Ability to provide a regular and effective service Good IT / computer skills Team Working skills Initiative taking skills Experience of working to tight deadlines Knowledge of design and construction industry issues, legislation and practice Membership of ARB (Architect Registration Board) Chartered status of RIBA and or RIAS	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓
Liaising with clients in the compilation and development of the brief and prepare feasibility studies in conjunction with Quantity Surveyor and other consultants as appropriate.	Extensive post Registration experience Provide a regular and effective service	✓ ✓	✓ ✓
Liaising with statutory bodies as required.	Experience working with statutory bodies and submitting applications	✓	✓

E = Essential Criteria D = Desirable Criteria

Role Profile

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
Ensure compliance and knowledge of statutory legislation, regulations and industry codes of practice and standards applying to the construction process. (e.g. Town Planning Acts, Building Standards Legislation, Eurocodes, etc).	Extensive post qualification experience Have a good working knowledge of construction Experience of Continuing Professional Development		✓ ✓ ✓
Controlling all contractual matters, expenditure of monies and certification, in conjunction with the Quantity Surveyor, and other consultants as appropriate. Co-ordinating the design and specification, and nomination of Sub Contractors and Suppliers.	Contract Administration skills	✓	
Fulfil the role of Principal Designer under CDM Regulations.	Experience in all aspects of design	✓	
Providing advice, guidance and support as required to Architectural Technicians both in the delivery of projects and their wider professional development.	Strong Supervisory Skills	✓	
Comply with the Council's and Property Service's policies on Health and Safety and codes of practice.	Knowledge of commonly used British and European guidance standards and the CDM Regulations (or equivalent)		✓

E = Essential Criteria D = Desirable Criteria

Role Profile

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
	Experience in the application of Fife Council's codes of practice		✓
Carry out other tasks within the general scope of the post as may be allocated from time to time.	Evidence of Continuous Professional Development Ability to react to or implement change	✓ ✓	
Comply with the Councils Scheme of Administration and Standing Orders. Contribute to the achievement of the Council's corporate aims and values.	Ability to advise other members of team on technical and contractual matters Demonstration of the attributes required to provide a regular and effective service	✓	✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How we work matters**

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.