

TRAINEE ARCHITECT			
Reference No.	I458.01	Type	Individual
Service	Property Services		
Job Family	Professional 1	Grade	FC7

Purpose
To meet current and future capital building workload across the Council's property portfolio and to reduce the use of external consultants.
This post will enable a trainee architect to gain sufficient skills and experience to become a fully qualified Chartered Architect.

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
Working individually under the direction of the lead professional architect or lead officer, or as a member of a team, undertake all architectural duties including design work, preparing construction drawings and specifications, contract administration, monitoring progress and quality of work on site and all technical and contractual matters.	<p>Experience in all aspects of the building design process from conception to completion (Deliver results – see 'How We Work Matters' Framework)</p> <p>Team working skills and experience of working with other design discipline professionals including quantity surveyors and engineers (Work together)</p> <p>Educated to SCQF level 9, which includes a Degree or equivalent</p> <p>Qualified in the RIBA Part I</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>

Role Profile

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	Design skills Contract administration skills Drawing and presentation skills including 3D modelling, Revit and AutoCad IT skills Knowledge of Building Information Management (Embrace technology and information) Experience of responding to tight deadlines Initiative taking skills (Take ownership) Provide a regular and effective service	✓ ✓ ✓ ✓ ✓ ✓	✓
Liaising with clients to develop the brief and preparing feasibility studies in collaboration with other appropriate construction professionals.	Analytical skills Organisational skills Problem solving skills		✓ ✓ ✓
Leading and coordinating the input of other design consultant members of the project team.	Communication skills		✓
Liaising with statutory bodies and outside agencies as appropriate.			

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Monitoring, controlling and certifying all contractual matters and the expenditure of monies in collaboration with the quantity surveyor and other consultants.			
Undertaking research to maintain an up to date knowledge and awareness of all applicable European, UK, Scottish statutory legislation, regulations and codes of practice and ensuring compliance with these.	Knowledge of current construction industry and design issues, legislation and practice (Focus on customers)		✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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"/>	

Role Profile

Additional Information – the following information is available:

- 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:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results