

# Role profile

<b>Job title:</b>	<b>Senior Architect</b>
<b>Grade:</b>	<b>DP</b>
<b>Discipline:</b>	<b>Architecture &amp; Design</b>

## Role purpose:

The Senior Architect will be responsible for programming , leading and delivering project work and to carry out allocated tasks competently and professionally within determined financial budgets and fee/cost targets.

## Accountabilities:

- 1) Provide full 'Architect's Service' as described in the RIBA Plan of Work and the "Standard Form of Agreement for the Appointment of an Architect".
- 2) Ensure compliance with clients' Standing Orders, Codes of Practice and relevant legislation.
- 3) Act as Lead Designer or project lead on projects, and promote Sustainable Design wherever opportunities are available.
- 4) Deliver a quality design service for all projects that meets or exceeds customer expectations.
- 5) Ensure projects are managed in a way that ensures the agreed rate of return is received.
- 6) Allocate tasks to a project team on multi-disciplinary projects and take day to day responsibility for the direction of the team as nominated by, and assist in the assessment of team resource capacity.
- 7) Provide architectural advice to clients.
- 8) Responsible for identifying new business opportunities.
- 9) Fee earning at 90%, and contribute to the achievement of business plan objectives and targets.
- 10) This role requires frequent travel to other offices and sites as required .
- 11) Carry out duties appropriate to the grade of the post .
- 12) Promote continuous improvement and deliver demonstrable high quality products and services which embrace quality standards.
- 13) Demonstrate personal commitment to the Norse Way CSR strategy.

## Qualifications:

- 1) Professional membership of the Architects Registration Board – Essential
- 2) Professional membership of the Royal Institute of British Architects – Essential
- 3) Degree in an Architectural related discipline – Essential
- 4) Holds a current site card or is prepared to immediately attain – Essential

## Skills and knowledge:

- 1) Extensive experience in a similar or related role – Essential
- 2) Proficient in the use of Microsoft Office Suite and AutoCAD – Essential
- 3) Familiar with relevant construction, health and safety legislation and risks and hazards associated with asbestos – Essential
- 4) Experience pf providing high level consultancy advice – Desirable

### Competencies:

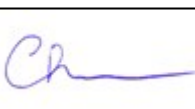
<b>Improving for excellence</b>	<b>Level 3</b>	<b>Commercial focus</b>	<b>Level 2</b>
<b>Drive for results</b>	<b>Level 3</b>	<b>Customer focus</b>	<b>Level 3</b>
<b>Effective decision making</b>	<b>Level 3</b>	<b>Managing positive relationships</b>	<b>Level 3</b>
<b>Thinking with vision</b>	<b>Level 1</b>	<b>Leadership and development</b>	<b>Level 2</b>

### General:

Role Profiles are a reflection of the character and work priorities at a given point in time and it will be subject to regular review.

It is the individual 's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.

The individual is required at all times to comply with the provisions of the Data Protection Act 1998 and with any policy introduced by the Company to comply with the Act.

<b>Creation date:</b> 26 <sup>th</sup> October 2016	
---	--

This role profile has been reviewed and validated by the Group Director – Human Resources.  
Last modified: 20<sup>th</sup> December 2016