

POSITION PROFILE

Updated 21 April 2021

POSITION TITLE: Senior Architect
LOCATION: Kingston, ACT
SALARY: to be negotiated based on experience
EMPLOYMENT CATEGORY: Registered Architect
Permanent, full time.

DUTY STATEMENT:

1. Under direction, undertake work related to the work of the Practice in the areas of architecture, conservation, heritage and access applying a universal design approach. This primary work of this position will be:
 - (a) Concept design and design development
 - (b) project documentation using REVIT.
 - (c) Project and contract administration of architectural projects.
2. Undertake supervisory, management and administrative tasks as required by the practice.

SELECTION CRITERIA:

1. Registered architect in the ACT with a minimum of 5 years' experience in project design and management.
2. 5 years' experience in contract administration including a demonstrated ability to deal with complex day-to-day issues and develop mutual understanding between all stakeholders.
3. Demonstrated ability to deliver projects on time, within budget and to the required standard through consistent attention to detail and ongoing balancing of the competing demands as a project develops through all phases.
4. A willingness to learn and manage projects using the EMA purpose built internal database systems (project and contract management).
5. Demonstrated ability to conceptualise and articulate design solutions.
6. Demonstrated ability to produce project documentation using Autodesk REVIT.
7. Excellent oral and written communication skills.
8. Demonstrated ability to work in a team environment providing leadership, supervising other team members and engendering effective working relationships.
9. Demonstrated ability to work unsupervised and to be self-motivated.
10. Desire to learn and contribute positively to the future of the Practice.