



## Job Description: Architect

Role Profile	
Name:	
Signature	
Date	
Type	Full time
Responsible to	Directors

Purpose of the Role.
<p>The purpose of this Job Description is to indicate the general level of responsibility of the post. The document represents a description of the job at the date of issue. Eco Design Consultants will periodically review the job description to ensure that it continues to meet service needs and will involve the post holder in the review process with the aim of reaching agreement on any responsible changes which may be required.</p>
Key Roles
<p>The role is to proactively manage architectural and environmental projects, assist in the development of the team and business, and to convert leads into viable work.</p>
Duties
<ol style="list-style-type: none"> <li>1. Proactively manage architectural projects, recognising and eliminating risks to the company. <ul style="list-style-type: none"> <li>• Supporting team members to complete project on time and on budget, including reviewing resources and progress against deadlines</li> <li>• Reviewing design regularly</li> <li>• Ensuring project achieves required standards/expectations/requirements</li> <li>• Managing client relationship and relationships with other external team members.</li> <li>• Manage finances of project</li> </ul> </li> <li>2. Proactively managing environmental jobs as above plus undertaking PHPP assessments.</li> <li>3. Support, mentor and develop junior members of staff to achieve their potential, including leading on the staff appraisal programme.</li> <li>4. Assist in the management of staff expectation and moral.</li> <li>5. Analyse and recommend new ways of working by keeping abreast of current trends in the field, and complete required professional CPD hours.</li> <li>6. Develop and maintain relationship with other relevant professionals.</li> <li>7. Assisting in the development and implementing strategic plans including; <ul style="list-style-type: none"> <li>• Business Plan.</li> <li>• Marketing Plan</li> <li>• Financial plan.</li> </ul> </li> <li>8. Job winning including; <ul style="list-style-type: none"> <li>• Assisting in the process of job winning</li> <li>• Generating leads and developing individualised plan of management</li> <li>• Following up leads in a timely fashion</li> <li>• Producing fee proposals</li> <li>• Negotiation as appropriate</li> <li>• Identifying new lead sources</li> <li>• Supporting the company through Social Media, Networking, Blogging etc.</li> </ul> </li> <li>9. Financial management including; <ul style="list-style-type: none"> <li>• Preparing fee proposal for projects</li> <li>• Preparing fee forecasts for own projects</li> <li>• Assisting in managing risks in relation to resources</li> </ul> </li> </ol>

- Assisting in managing resources to ensure projects reach billable targets and hit agreed financial targets, including cashflow.
- Reviewing financial and performance statistics to improve future fee proposals.

10. Review projects to identify and reduce risk and streamline ways of working.