

Job Description:

Role Profile	
Name:	
Signature	
Date	
Type	
Responsible to	The Management Team
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 reasonable changes which may be required.</p>	
Key Roles	
<p>The role is to proactively support the design team by providing technical building design solutions to facilitate the delivery of great architecture.</p>	
Duties	
<ol style="list-style-type: none"> 1. Proactively assists with architectural projects under the supervision of the project leader. <ul style="list-style-type: none"> • To prepare, develop and edit drawings, models, images and other documentation relating to projects • Assess what surveys (e.g. land surveys) are required before work can commence and ensure such surveys are undertaken and their results are fed into the project • To produce design and technical information in accordance with an agreed programme of works. • To report regularly on progress and communicate any potential problems or risks in a timely fashion to the appropriate individuals. • To visit site and attend site meetings and project team meetings as and when necessary. • To assist with the development of project briefs and work on these as the project progresses. • Assist with preparing and present design proposals using computer-aided design (CAD) and other design software • To contribute to planning applications and other regulatory application process, including liaising with appropriate authorities. • Analysing architectural plans and drawings, highlighting any possible risks or problems and making amendments using computer-aided design applications (CAD) • Produce, analyse and advise on detailed specifications for suitable materials or processes to be used • Assist with carrying out design-stage risk assessments 2. Proactively assisting with environmental projects as above, and; <ul style="list-style-type: none"> • Assisting with PHPP calculations and options reports • Undertaking Psi value calculations 3. To maintain agreed technical and design standards in line with office policies and adhere to company's QA, CDM and H&S procedures and ensure that project files are maintained in accordance with practice standards, as appropriate 4. To assist with the review of projects to identify and reduce risk and streamline ways of working, including accurate time sheets 	

5. To be aware of current technical developments and legislation and implement as required.
6. To undertake training or further development as part of a programme of continuing professional development.
7. To undertake any additional duties commensurate with the level of the post

Required Skills & Experience

1. An interest in Passivhaus standards is essential, experience of detailing to the standard is desirable.
2. Competency in undertaking Psi value calculations or the aptitude to learn this task is essential.
3. You should demonstrate strong technical knowledge & construction detailing including a solid practical knowledge of UK Building Regulations.
4. Have a sound understanding of how design aspects of a construction project influence and relate to performance and functional issues, so that practical questions can be addressed at the outset.
5. A sound knowledge of CDM and H&S requirements.
6. Very high standards of accuracy, presentation & communication, including the ability to use a variety of media to ensure work is presented well, including report writing.
7. Ability to analyse problems carefully to create successful solutions.
8. Experience working on residential projects at the RIBA Stages 3-6.
9. Must feel comfortable working under your own initiative as well as part of a team.
10. You should be confident using and learning new computer programmes. Proficiency of Microsoft office software and AutoCAD are essential. Proficiency of Revit and Adobe Creative Suite desirable, as is experience of 3D modelling experience using SketchUp.