

Job description: Architect**Salary band:**

0-2 years post Part III	£ 32,000-37,000
2+ years post Part III	£37,000-£40,000

Dow Jones Architects is looking for an experienced architect to join our team in London, to work on a number of projects. The intended start date is June 2023.

Role:

Architects will be responsible for taking significant responsibility for the delivery of projects within our practice, either supporting a Project Architect or acting as a Project Architect, leading a project independently with guidance from Associates and Directors.

You will be responsible for managing architectural assistants in your team, and you may act as the first point of contact for the wider design team.

Experience:

You will have completed your RIBA Part III qualification.

You will have a well-developed knowledge of project delivery, RIBA work stages and construction.

You will have experience of delivering projects on site and of JCT Contract Administration.

Practice:

You will take responsibility for exploring design ideas in projects, taking direction from Associates and Directors, and coordinating work for the wider project team.

You will be able to confidently communicate your ideas to the wider project and client teams.

In a Project Architect role, you will be responsible for every element of the project design development, management and coordination, and ensure that every aspect of our practice ethos is embedded in the project throughout.

You will be able to work independently and confidently, supporting the practice in design and technical reviews, and sharing knowledge with younger staff.

Culture:

Our design ethos is based on generous, responsible design, with the highest standards applied to quality of design and sustainable values. The values of our

practice are based on collaboration and respect. All members of the practice should reflect these values as part of our wider practice culture.

Responsibilities:

- Involvement in design development across all work stages, working collaboratively with the wider project team, and taking direction from Associates and Directors;
- Manage individual and team day-to-day activities, taking responsibility for outputs and deadlines, and letting Associates and Directors know of any potential issues which may affect delivery and performance;
- If acting as Project Architect, planning project activity, and managing and supporting more junior staff on your team;
- Presenting project updates at practice meetings and in design reviews with Associates and Directors;
- Work positively with the client and wider design team, ensuring they are kept up to date with regular meetings, and at the same time being aware of the limitations of your own experience, consulting Associates and Directors as required;
- Liaising with and coordinating the work of the wider design team to ensure it aligns with the deliverables of the project;
- Maintaining a working knowledge of up-to-date legislative frameworks including Planning and Building Control;
- Working within the practice's software structures, including Vectorworks;
- Developing design specifications using NBS;
- Responsibility for Contract Administration for projects on site;
- Maintaining an awareness of project resourcing and fee allocation for project delivery;
- Contributing positively to our practice through supporting practice activities and positively representing our practice;
- Taking responsibility for aspects of our practice culture and experience;
- Understanding our practice ethos, policies and procedures, including our practice policies.

How to apply

Please email your application to cv@dowjonesarchitects.com with the email subject line: Architect.

Please include:

- a brief cover letter or email;
- your c.v. as a pdf attachment

- a sample portfolio showing your experience and work in different media, as a pdf attachment of no more than 10 pages.

- contact details for 2 references (email and telephone numbers)

Your email should not exceed 10MB in total.

Deadline

The closing date for applications is 19.05.23.

Interviews will be scheduled in the following 2-3 weeks.

Equality, Diversity and Inclusion

We are an equal opportunities employer, committed to equality, diversity and inclusion in our team and in our work, and actively encourage applications from groups under-represented within the architectural profession.