



## Job Description

### Environment Directorate Technical Services Division

<b>Post Title</b>	Architectural Assistant (Fixed Term)		
<b>Post Number</b>	BG7758	<b>Grade</b>	Scale 5
<b>Base</b>	Baldwin House	<b>Hours of Work</b>	37
<b>Car User Allowance</b>	Yes	<b>Disclosure</b>	None
<b>Contact</b>	Jim Allen 01495 355705	<b>Updated</b>	June 2015

#### Principal Job Purpose

Responsible to: Architectural Services Manager

Responsible for: Assisting with the delivery of major architectural capital projects undertaken by the Authority.

#### Principal Accountabilities

1. Assist with the development of the Department's expertise in the design, contract preparation, construction and management of architectural projects.
2. Assist with preparation of project design drawings and specifications through to the relevant architect's design stage to suit the selected procurement route.
3. Assist with the management of projects on site, including contract administration, issuing variations, preparing site meeting minutes, agreeing quality of work on site etc.
4. Implement the Divisions responsibilities for Health & Safety and to comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
5. Motivate, encourage the development of staff.

6. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.
7. Undertake any other duties that may be required.

## Person Specification – Non Managerial

<b>1. Qualifications &amp; experience</b>	<b>Assessment Method</b>				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
<b>Qualifications/relevant experience</b>					
A minimum of HND or equivalent qualification in an Architectural discipline	E	✓			
A degree in architecture, or a closely-related discipline	D	✓			
Experience of working in a construction environment	D	✓			
<b>Other experience</b>					
<b>Knowledge/Skills</b>					
Basic knowledge of dealing with issues in one or more of the following areas Architectural design, detailing, and contract management	E	✓	✓		
Excellent IT skills, proficiency with e-mail and Microsoft Office software, ability to use CAD/3D software.	E	✓	✓		
Proficiency with 3D modelling, CAD and visualisation software	D	✓	✓		
Familiarity with BIM software	D	✓	✓		
Ability to produce clear, concise and professional reports, and attractive project documentation	E		✓		
Candidates must be able to demonstrate design flair, be thorough, methodical and diligent in their approach and have an ability to work on their own initiative	E		✓		

<b>2. Special Requirements</b>	Essential	Desirable
Able to undertake duties of a physical nature as specified and be capable of dealing with site issues including inspections, people face to face or over the phone.	E	
Candidates to be enthusiastic with good communication and interpersonal skills and be able to work closely with colleagues and team members.	E	
Ability to show initiative and develop skills through training.		D
Driving licence and access to vehicle for work purposes.		D

### 3. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework.

In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

<b>Assessment Method</b>					
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Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Delivering the service</b>	Involves line manager/colleagues in setting and meeting targets				✓
	Reorganises work when necessary				✓
	Sees tasks through to completion whenever possible				✓
	Seeks help if workload becomes unmanageable				✓
	Uses initiative to report issues that arise that impact on others				✓

<b>Assessment Method</b>					
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Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Improvement &amp; Change</b>	Is prepared to try new things & feed back results				✓
	Finds new and creative ways of doing things better		✓		✓
	Actively seeks to develop own skills and knowledge		✓		✓
	Learns from mistakes & welcomes constructive feedback				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Providing Excellent Customer Service</b>	Recognises the importance of high standards of customer service		✓		✓
	Is committed to providing an excellent service to all the citizens of Blaenau Gwent				✓
	Understands the links between own professionalism and the possible impact on the Authority's image				✓
	Has a professional attitude that sets an example to colleagues		✓		✓
	Takes pride in own work and that of colleagues				✓
	Is respectful, courteous and helpful at all times		✓		✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Team Working</b>	Reacts constructively to others' suggestions and requests				✓
	Recognises potential value of others' opinions and actively seeks their contributions				✓
	Asks for help when necessary				✓
	Actively seeks to help others				✓
	Is aware of the impact of own behaviour on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Communicating</b>	Makes sure that people are regularly informed				✓
	Uses appropriate language, gestures and tone when talking with others		✓		✓
	Actively seeks to improve all forms of communication with others				✓
	Communicates professionally by using formal channels appropriate to the situation				✓