

## Job description:

### Architect

**Reports to:** Project Leader / Studio Director

**Based at:** London

**Purpose:** To run small projects or work within a project team on larger projects.

#### Key responsibilities

##### Project responsibilities

- Establish and document project requirements clearly
- Manage workload of architectural assistants as appropriate
- Mentor and advise architectural assistants as appropriate
- Develop and maintain good relationships with clients, consultants and contractors
- Co-ordinate design work as necessary with other consultants
- Produce design and technical drawings
- Produce presentation material, reports and models
- Maintain awareness of Levitt Bernstein and QM processes, including the Project Quality Plans, and adhere to them
- Maintain project primer as appropriate
- Other tasks as reasonably required from time to time.

##### Non project duties

- Assist with submissions for bids, tenders and competitions
- Attend and contribute to studio meetings and Practice wide meetings
- Keep up to date with the work of the Practice
- Manage personal CPD.

##### Skills

- Ability to prioritise workload and meet deadlines
- Good design eye and drawing skills
- Ability to communicate ideas both verbally and visually
- Knowledge of UK legislation, planning, construction and health and safety
- Knowledge of Revit
- Knowledge of Adobe packages.

##### Qualifications

- RIBA Part III or equivalent overseas qualification
- Registered with ARB.

Levitt Bernstein is an equal opportunities employer and welcomes applications from all members of the community.

## Job description:

# Architectural Assistant

**Reports to:** Project Leader / Studio Director

**Based at:** London / Manchester

**Purpose:** To assist with the delivery of architectural projects across the practice.

### Key responsibilities

#### Project responsibilities

- Produce design and technical drawings
- Produce presentation material, reports and models
- Liaise with external consultants as appropriate
- Maintain awareness of Levitt Bernstein and QM processes, including the Project Quality Plans, and adhere to them
- Maintain project primer as appropriate
- Other tasks as reasonably required from time to time.

#### Non project duties

- Attend and contribute to studio meetings and Practice wide meetings
- Keep up to date with the work of the Practice
- Appropriate understanding of UK legislation, planning, construction and health and safety
- Manage personal CPD.

#### Skills

- Ability to prioritise workload and meet deadlines
- Good design eye and drawing skills
- Ability to communicate ideas both verbally and visually
- Knowledge of Revit
- Knowledge of Adobe packages.

#### Qualifications

- RIBA Part I or II or equivalent overseas qualification.