

Issue: 14 October 2021
 Authorised by: DS

Job and Person Description			Position: Architect
FTE: 1.0	Location:	Name:	Employer: NIBORG Pty Ltd
Context Statement	<p>The organisation comprises four interrelated accounting entities as follows:</p> <ul style="list-style-type: none"> • An Architectural practice and related service trust entity -. Approximately 18 staff (Hodgkison Pty Ltd and Niborg ty. Ltd atf RPP Service Unit Trust) • Staff are employed by Niborg Pty Ltd and Directors by Hodgkison Pty Ltd • Two Unit Trusts which provide office accommodation to the architectural practice in Adelaide and Darwin. • A Building Surveying practice which is partly owned by the Directors of the Architectural practice. – Approximately 13 staff (Tecon Australia) • The group maintains joint tenancies in Alice Springs and Darwin • Total Business Service and Administrative staff included in the above staff count is expected to comprise 4 staff 		
Position Purpose	<p>This role is responsible for the design, documentation, procurement, and delivery of Architectural projects in collaboration with clients, consultants, and contractors, within a framework of Quality Management and responding to time and budget criteria. This position also involves the delivery of technically- accurate advice to clients with respect to building maintenance, legislative compliance and WHS as it relates to real property.</p>		
Reporting and Working Relationships	<ul style="list-style-type: none"> • Accountable to Directors. • Work within a project team environment relating effectively with other team members. • Working relationships with clients, external contractors, consultations, suppliers, and government authorities/bodies. • Working relationships with all administrative and professional staff having regard for the geographic spread of locations and the business diversity. 		

Initial/.....
 Company Employee

Issue: 14 October 2021
 Authorised by: DS

Key Responsibilities	<ul style="list-style-type: none"> • Develop, articulate, and document project briefs and proposals to deliver innovative, functional design solutions and high-quality project outcomes that respond to client needs. • Apply and maintain currency regarding applicable legislation and codes of practice and liaise/consult with authorities as necessary. • Apply and develop a good working knowledge in relation to contemporary and emerging design trends to work undertaken. • Author technical design solutions supported by CAD and REVIT skills. • Manage tendering processes, analyse tender outcomes, and prepare reports for clients. • Manage and administer building contracts. • Manage fees and internal project budgets. • Manage project programmes and required resources. • Provide support and assistance to graduate staff within a project team environment. • Co-ordinate work within project teams, including external consultants through all phases of a project to ensure project requirements and timelines are met. • Participate in Continuing Professional Development activities. • Take personal responsibility for awareness and compliance with all procedures, standards, practices, and policies of the practice. • Occasional travel may be required. • Update timesheets for each weekly period by the due date (i.e., COB of the end of each weekly period). 	
Qualifications and experience criteria	<p><u>Formal</u></p> <p><i>Essential</i></p> <ul style="list-style-type: none"> • Tertiary qualifications in Architecture • Registration as an Architect <p><i>Favorably Considered</i></p> <ul style="list-style-type: none"> • Additional qualification or experiences in a related discipline that would support the strategic imperatives identified above. 	<p><u>Informal</u></p> <p><i>Essential</i></p> <ul style="list-style-type: none"> • Intermediate CAD & REVIT Drafting • Word, Excel, Access, Email

Initial/.....
 Company Employee

Issue: 14 October 2021
 Authorised by: DS

Technical Skills	<ul style="list-style-type: none"> • Capability to respond to client needs and reflect these in the development of project briefs, proposals and design solutions. • Ability to document technical design solutions and prepare project schedules and specifications. • Ability to effectively communicate design solutions in graphic and written media. • Solid design skills and an understanding of contemporary and emerging design trends and concepts across commercial and residential sectors. • Ability to develop and control budgets in a commercially aware manner; manage fees, and co-ordinate project programmes and required resources; with the capacity to manage these processes with limited support from Directors and senior staff members. • Competency to manage building contracts and contract administration, tendering processes, analyse tender outcomes and prepare reports for clients. • Good working knowledge and understanding of the statutory framework within which buildings are procured. • Competency in CAD and REVIT skills. • Project management skills across all phases of projects. • Good presentation skills. • Solid written communication skills.
Personal Qualities	<ul style="list-style-type: none"> • Capacity to work co-operatively with clients, suppliers, sub-contractors, and colleagues. • Strong sense of customer focus and urgency regarding customers' needs. • Ability to work independently and as part of a team. • Solid organisational skills, including the ability to meet required timelines. • Good interpersonal, communication and consultation skills. • Demonstrated ability to maintain confidentiality. • Ability to exercise initiative. • Ability to work independently within the management frameworks, culture, and ethics of the Practice.