



Shape the future

Position: Revit - Senior Architectural Technologist
Location: Slough, Berkshire
Company: Carless + Adams –
 Leading architects in the care sector

“Clients often contact us simply with an aspirational project idea and we help them to develop a design brief and programme that aims to turn their ideas into a reality. All projects are personally overseen by a director or an associate, using their experience to identify and solve any issues and to ensure optimised delivery, cost control and customer satisfaction.”

Melissa Magee,
 Carless + Adams
 Managing Director

Overview

At Carless + Adams, we understand that the provision of high-quality care has never mattered more and we are passionate about the services we provide. We have positioned ourselves as an Architectural Practice with an exclusive focus on design of the highest-quality supported living and care accommodation to help residents and carers to live their best possible lives.

The job encompasses provision of architectural design services and solutions, specialising in the science of architecture, building design and construction. Working closely with architects and designers forming the link between concept design and completed construction. Bridging the gap between the idea of an attractive functional building and the reality of that building performing successfully. Ensuring that the right materials are used and that the building meets current regulations. Monitoring quality, costs and deadlines throughout the project. The role works under the direction of the senior management team with minimal supervision and independent working is expected.

Duties and Responsibilities

General

- + Manage and lead the team through relevant work stages, managing client portfolio with responsibility for client liaison and project output to agreed programmes
- + Overall responsibility for day-to-day management of several projects on site
- + Assist in allocating resource within the team
- + Assist with recruitment of new members to join the detailed design team
- + Train junior members to understand how the design aspects of a construction project influence and relate to performance and functional issues so that practical questions can be addressed at the outset
- + Assist the business in the roll out of new software
- + Assist the business with the BIM Strategy Plan

Project Planning

- + Meet with other professionals and clients at an early stage to agree on the project brief
- + Evaluate and advise on environmental, legal and regulatory issues
- + Develop project briefs and design programmes
- + Advise clients on methods of project procurement and forms of contract
- + Manage health and safety responsibilities
- + Liaise with and produce documentation for statutory approval authorities
- + Contribute to planning applications and other regulatory application procedures
- + Assess what surveys (e.g. land surveys) are required before work can commence and ensure such surveys are undertaken and their results fed into the project
- + Manage and co-ordinate the design team and professional consultants

Carless & Adams is a Limited Company registered in England & Wales. No. 11512972.

Director: Melissa Magee
 BA (hons) DipArch RIBA

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Duties and Responsibilities (cont.)

Detailed design

- + Prepare and present design proposals using computer-aided design (CAD) and traditional methods
- + Lead the design process and co-ordinate detailed design information
- + Advise on choosing materials
- + Liaise with and produce documentation for statutory and local approval authorities
- + Prepare tender information
- + Carry out detailed design stage risk assessments and liaison with the Principle Designer and Principle Contractor
- + Promote working standards within the office including checking of drawings and site inspections across all projects

Project management

- + Visit all projects on site to ensure a consistent message is being delivered to the construction team
- + Manage or co-ordinate professionals working on a project
- + Ensure that all work is carried out in accordance with the Quality Management System
- + Obtain and evaluate tenders and contracts
- + Ensure compliance with design, legal, statutory and professional requirements
- + Programme work schedules and carry out inspections at various stages
- + Liaise with local planning, building control department and other statutory bodies and outside organisations
- + Attend regular meetings with clients, contractors and other specialists, to make sure that their buildings meet the necessary standards and work closely with construction specialists on site
- + Obtain feedback from clients and people using the building
- + Appraise the performance of buildings which are in use and produce maintenance management information
- + Evaluate and advise on refurbishment, re-use, recycling and deconstruction

Teamwork and management

- + Manage a small team providing guidance and delegation as necessary
- + Mentor junior members of the team
- + Manage the detailed design team providing guidance, technical knowledge and delegation as necessary
- + Manage the work of junior technologists and technicians and contribute to the overall running of business

Skills, Personal Qualities and Development Opportunities

Skills

- + Able to demonstrate the standards defined by CIAT, either through membership or experience
- + Excellent presentation skills generally with good freehand drawing ability
- + Ability to visualise objects in three dimensions
- + Good computer skills, proficiency in Microsoft Office suite is essential
- + Good mathematical skills for making technical and financial calculations
- + Excellent verbal and written communication skills
- + Have good presentation skills
- + Good scientific ability to understand building technology
- + Be aware of the built and natural environment
- + Have good project management and organisation skills able to manage multiple projects at different RIBA work stages 0 – 7

Qualities

- + Proactive attitude
- + Have a good eye for detail
- + Have a logical, analytical and creative approach to problem solving
- + Have good time management skills
- + Be self-confident and able to cope with criticism of their work
- + Be able to take instructions and be able to manage others
- + Ability to use own initiative and effectively plan and prioritise work

Knowledge and experience

- + Minimum 10 years continuous experience in architectural practice, with experience of direct client liaison and responsibility for project delivery
- + Experience within the care sector (desirable)
- + Experience in managing a team, programming of resource, with responsibility for team delivery
- + Exposure to internal financial management of a project
- + Understand how the design aspects of a construction project influence and relate to performance and functional issues so that practical questions can be addressed at the outset
- + Have a good knowledge of the CDM regulations
- + Awareness of UK statutory regulations
- + Experience and understanding of building regulations, robust details, BREEAM, CDM and other guidance and regulations that may be imposed upon a project
- + Be a Chartered Architectural Technologists (MCIAT) (desirable)
- + Experience with the following production packages:-
 - + AutoCad
 - + Revit – (Essential 5+ Plus)
 - + NBS Specification manager – (preferred)
 - + Sketch Up – (Knowledge of)

“We have known of and worked with Carless + Adams Ltd for over 20 years on residential healthcare projects.

To be capable of understanding, interpreting and delivering what you are trying to achieve and the way you wish to achieve it, whilst making the process as simple and flexible as possible are attributes we consider to be at the heart of their business.”

Paul Stephens,
Chessmann Project
Management Consultants



Working at Carless + Adams

At Carless + Adams, we understand the importance of what we do, and we know that each one of us makes a vital contribution to our success and reputation. Every member of our outstanding team is dedicated to changing the face of care and supported living by creating spaces, nestled at the very heart of our wider communities, that surprise and delight residents and carers and enable independent lives to be lived to the full. We share a vision and values, enjoy our culture and have the talent and enthusiasm it takes to really make a difference.

Every member of the team is crucial to our success and it's equally vital that they feel respected, appreciated and recognised for the great work they do and above all enjoy their time at work. Our ambition is to make care a positive choice and we won't achieve that without a positive culture.

We work hard but we work smart as a team and we're always there for each other. For those with the stamina, we'll play hard too. There's always a cheeky get together at the pub on a Friday and every year we host two company events, a summer day out and winter party chosen by the team. And you've got to stay healthy too, so you'll always find fresh fruit in the kitchen. Our diverse, highly skilled, passionate designers are unified with a belief – good design can positively transform people's lives. But we can only achieve what we want to achieve for the care sector if we continue to work with the best people.

Do you want to help shape the future of care, the future of us and the future of you?

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