



## Are you ready to make a real difference?

**Position:** Architectural Technician  
**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 partner 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 the collation, organisation and investigation of technical information for use during the development of the project design. You will specialise in the application of technology to architecture, building design and construction. You will have specialist skills enabling you to use your technical knowledge to provide innovative solutions. You will work closely with architects and designers and form the link between the concept design and the completed construction. The role works under the direction of an Associate Director or other senior members of the practice.

### Duties and responsibilities

#### Project inception:

- + Collating and organising technical information.
- + Investigate technical information and factors that affect developments, including user needs, site and building surveys and regulatory requirements.
- + Monitor health and safety in design.
- + 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;
- + Evaluate and advise on environmental, legal and regulatory issues;
- + 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;

- + Develop project briefs and work on these as the project progresses.

#### Detailed design:

- + Prepare design proposals using CAD and traditional methods.
- + Lead the design process and co-ordinate detailed design information.
- + Manage and co-ordinate the design team and professional consultants.
- + Advise on choosing materials.
- + Liaise with and produce documentation for statutory and local approval authorities.
- + Prepare tender information.
- + Prepare specifications for construction work.
- + Carry out design stage risk assessments.

## Duties and responsibilities (cont.)

### Project management:

- + Manage or co-ordinate professionals working on a project.
- + 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 including engineers, surveyors, 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 and reporting on the performance of the contractors once the construction project is completed;
- + 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

- + Working as part of a team on larger projects.
- + Manage the work of junior technologists and technicians and contribute to the overall running of business.

Other duties, as deemed necessary for the proper performance of this role.

## Skills and personal qualities

### Skills:

- The post holder should:
- + Be good at freehand drawing.
  - + Be able to visualise objects in three dimensions.
  - + Have mathematical skills for making technical and financial calculations.
  - + Have scientific ability to understand building technology.
  - + Be aware of how buildings and spaces are used.
  - + Be aware of the natural environment.
  - + Have excellent verbal and written communication skills.
  - + Have good presentation skills.
  - + Have good project management and organisation skills
  - + Have time management skills.

### Qualities:

- + Be able to keep within financial budgets and to achieve project deadlines.
- + Have a logical, analytical and creative approach to problem solving.
- + Have a good eye for detail.
- + Have scientific ability to understand building technology.
- + Be self-confident and able to cope with criticism of their work.
- + Be able to take instructions and be able to manage others.

- + Care about people and the environment.
- + Have a logical and practical approach.
- + Work well in a team.

### Promotion

The aim of this post is that it will be to advance to become a Senior Architectural Technologist and beyond within the company structure.

## Working at Carless + Adams

We won't achieve what we want to achieve for the care sector if we don't have the best people. 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.

**Want to help change the future of care?**

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

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**Design the best, to live the best**