



**BRIGHTON & HOVE CITY COUNCIL**

**JOB DESCRIPTION QUESTIONNAIRE**

<b>Job Title:</b>	Architectural Year Out Student
<b>Reports to:</b>	Architecture & Design Manager
<b>Department:</b>	Environment Economy & Culture
<b>Section:</b>	Property & Design
<b>Date written:</b>	January 2017

**Purpose of the Job**

- To gain practical experience and knowledge of building design and construction in the Architecture & Design Team
- Under the direction of Senior professional staff, to assist in the production of CAD and other electronic information relating to live building projects

**Principal Accountabilities**

1. To assist senior professional staff in producing 2D and 3D CAD drawings from design development through to presentation.
2. To assist senior professional staff in producing technical information in relation to planning application and building regulation information in both detailed hand drawn / sketch development and electronic format.
3. To produce scale models to assist with design development / presentations.
4. To assist all architectural staff with cross coordination of consultants & supplier information including retrieving information from 'cloud base sources', issuing / uploading information to various sources.
5. To assist senior professional staff in producing feasibility studies for potential building projects including use of graphics software such as Serif Page Plus or equal.
6. To assist senior professional staff in undertaking site and building surveys.
7. To assist senior professional staff with preparations for public consultations / displays / exhibitions.
8. To assist in updating the office technical library with the guidance and supervision of senior professional staff including liaising with trade suppliers and manufacturers to obtain information for and on behalf of senior professional staff.
9. To assist in the production of sample boards at various stages in the development of projects.
10. In conjunction with Senior professional staff, attend site visits and assist in writing meeting minutes/notes.

11. Assist in the preparation of internal office programmes for projects & resourcing.
12. Assist Senior professional staff with the preparation of building specifications.
13. Undertake research for and on behalf of senior professional staff
14. Embrace and implement the council's equalities and diversities policy.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

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### **PERSON SPECIFICATION**

<b>Job Title:</b>	Architectural Year Out Student (Part 1 or Part 2)	
<b>Reports to:</b>	Architecture & Design Manager	
<b>Department:</b>	Environment Economy & Culture	
<b>Section:</b>	Property & Design	
<b>Date written:</b>	January 2017	

#### **Essential Criteria**

<b>Job Related Education, Qualifications and Knowledge</b>	<ul style="list-style-type: none"><li>• Degree in Architecture</li><li>• Diploma in Architecture if at Part 2</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of using NBS (National Building Specification)</li><li>• Basic experience and understanding of Building Regulations</li><li>• Basic experience and understanding of building construction techniques</li><li>• Basic experience and understanding of planning applications</li></ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"><li>• Proficient in the use of AutoCAD or similar 2D and 3D CAD software</li><li>• Proficient in the use of the standard Microsoft Office suite of software such as Word, Excel and Power Point</li><li>• Proficient in the use of graphic software such as Serif page Plus or similar</li><li>• Excellent verbal and written communication skills</li><li>• Ability to work under pressure and meet deadlines</li><li>• Able and willing to solve problems and accept responsibility.</li><li>• Must have a proactive approach and be self-motivated</li></ul>
<b>Equalities</b>	<ul style="list-style-type: none"><li>• An understanding of and commitment to the council's equal opportunities and diversity policies in relation to employment and service provision</li></ul>