Job Title – Graduate Architect / Architect / Senior Architect

Job Purpose:

Create designs for new projects, alterations and redevelopments. Use specialist construction knowledge and high-level drawing skills to design buildings/spaces that are functional, safe, sustainable and aesthetically pleasing. Tasked with providing end to end tendering and technical support during project lifecycles. Oversee the completion of construction projects.

Job Duties and Responsibilities:

Duties and Responsibilities	**Approximate % of time spent**
Research, program, plan, design, and administer projects for clients, applying knowledge of architectural design, construction detailing, construction procedures, zoning and building codes, and building materials and systems.	30%
Prepare high quality visualisations and assist in the preparation of feasibility, planning, valuations and other documentation, as required, including contributing to the preparation of proposal submissions.	10%
Perform and / or direct material and building system research and participate in the co-ordination and preparation of project specifications.	5%
Conduct desktop and field research, prepare estimates of works and Bills of Quantities.	5%
Prepare architectural detailing. Make sure the right materials are used for each project, whether it is a new-build, conversion or renovation.	20%
Formulate work plans and recommend work prioritisation. Co-operate with and advise the client and the relevant contractors on technical matters and time frames.	5%
Assist site construction team and contractors by advising on architectural issues and responding to queries throughout the construction stage.	10%
Evaluate and certify the work undertaken and the correctness of the amount due and that the work complies with the relevant contract provisions.	5%
Any other work which may be required in the role of architectural jobs.	5%

Required Qualifications:

Graduate Architect

- Accredited and recognized degree in architecture
- Proficiency in use of AutoCAD, Office Suite, SketchUp and Photoshop
- Excellent technical and design skills
- Excellent verbal and written communication skills
- Strong client engagement skills
- Good working knowledge of local planning policies and building regulations
- Able to attend site meetings/inspections and minute/report as required

Architect

- Accredited and recognized degree in architecture
- Warrant to practice as a Perit in Malta
- Minimum two-year post-graduate professional work experience
- MQF Level 2 in the Maltese Language
- Proficiency in the use of AutoCAD, Revit, Office Suite, SketchUp and Photoshop
- Excellent technical and design skills
- Excellent verbal and written communication skills
- Strong client engagement skills
- Strong working knowledge of local planning policies and building regulations
- Technical design excellence and detailed understanding of relevant approval processes
- Able to attend site meetings/inspections and minute/report as required

Senior Architect

- Accredited and recognized degree in architecture
- Warrant to practice as a Perit in Malta
- Minimum 3 years post-warrant experience
- MQF Level 2 in the Maltese Language
- Proficiency in the use of AutoCAD, Revit, Office Suite, SketchUp and Photoshop
- Excellent technical and design skills
- Strong client engagement skills
- Strong working knowledge of local planning policies and building regulations
- Technical design excellence and detailed understanding of relevant approval processes
- Proven experience running a number of sites concurrently
- Confident leading a team and managing personal workload
- Good client interface and management skills
- Able to attend site meetings/inspections and minute/report as required

Preferred Qualifications and Skills:

- A Degree in Conservation is desirable
- Revit experience is desirable
- Competent in 3D modelling
- Charismatic, highly social, creative, and able to work independently

Working Conditions:

- Modern office working environment
- Regular site visits
- Some works are carried out at third party premises
- Exposure to a wide range of projects
- Will involve working outdoors and at height
- Competitive base salary and accompanying benefits
- Training and progression opportunities
- Be part of a supportive and dynamic team culture
- The nature of work may require occasional presence on weekends and holidays