

Work Expectations: Heritage Architect Design Manager

The Senior Heritage Architect manages heritage related architecture design project work, design management and drafting work for the City Projects Office Architectural Unit of a varied and complex nature including site inspections, research and other tasks of technical nature under direction of the Unit Manager, to a high level of architectural documentation competency, producing efficient professional computer aided drafting (CAD) documentation and detailed design services.

KEY ACCOUNTABILITIES

1. Undertake effective heritage consulting and advisory service, which includes preparation, coordination and integration of heritage exemption certificates, impact statement reports, conservation plans, adaptive re-use design solutions, advice on maintenance and general heritage advice in the context of Brisbane City Councils assets.
2. Effectively lead, design manage, coordinate, program and monitor the successful delivery of architectural design projects within nominated service, time, quality parameters and cost standards, in a multidisciplinary team environment; implementing and leading in the following key skills – design management, design innovation, design critique, quality assurance, ESD, including integration of environmentally responsible design solutions. Effective coordination of a documentation team.
3. Undertake effective architectural design, client presentation & liaison, consulting and advisory service, which includes investigations, feasibility, schematic and developed design, design reviews, presentations, working drawings documentation, drafting & detailing on public projects such as interior office accommodation, library, community centre, halls or public pools.
4. Participate in multi-disciplinary project teams, provide expert heritage advice and work effectively with other consultancies and professionals.
5. Preparation coordination and integration of high quality CAD architectural documentation primarily in Revit and AutoCAD associated with Heritage, Architectural and Interior projects. Provide architectural CAD conceptual drafting and documentation delivered on time and to acceptable quality standards.
6. Maintain systems and proficiency in CAD and presentation software including Revit, AutoCAD, InDesign, Photoshop and SketchUp. Assist the CAD team to advance the unit Revit standards to improve architectural and interior CAD documentation. Ensure and maintain a good team work, communication environment and CAD knowledge team sharing on projects.
7. Comply with existing work processes related to Architectural Design and proactively lead the management of design systems, procedures, policies, strategies and standards of service and work to ensure implementation according to the business objectives of the Built Environment Group.
8. Maintain good background and understanding of architectural construction, knowledge of materials and detailing methods.

9. Ensure statutory requirements, Council's ordinances and standard operating procedures are adhered to.
10. Lead and role model customer focused behaviour by thinking and planning for customer implications before reacting or implementing.
11. Other duties as required by the Unit Manager and senior management pertaining to the delivery of architectural design projects.
12. In conjunction with the Unit Manager, undertake business development activities, developing and promoting products and services and building client relationships.
13. Liaise, provide heritage expertise and exchange information with consultants, suppliers, customers and the general public as required. Professionally represent and support the section within the Council infrastructure and to the general public.
14. Provision of high quality services to all customers, in the context of a customer focused and commercially business environment.
15. Work in partnership with your team leader to agree performance standards and mutual expectations. Give and receive regular feedback to enable performance to be improved and take responsibility for optimising your potential within City Projects Office.

Specific Expectations:

Contractor requires completed training before work start (organised by agency)

- recognised White Card training course (prepare to work safely in the construction industry) to enable visit construction sites,
- Code of Conduct training and
- Zero Harm Essential for Employees.

The contractor need to bring / have their own personal protective equipment (PPE) at work start.