—KTA

About Us
KTA are a leading Melbourne-based architecture, landscape and urban design practice with a portfolio of extensively awarded and published projects across a range of sectors.

The Role
This role is critical to the success of our organisation, we're looking to recruit a proactive and experienced Project Architect / Documentation Leader who can embrace a varied scope of work. Reporting to the Director of Projects your responsibilities may include (but not be limited to):

- Establish project program and manage key milestones.
- Manage project budget and direct value management.
- Lead and manage KTA team including defining and delegating team roles, deliverables and tasks.
- Proactively lead, manage and deliver projects through all stages with emotional intelligence.
- Proactively manage client / consultant and contractor relationships, including day to day liaison, coordination of input, and expectations.
- Anticipate future project issues and risks and implement strategies to mediate these.
- Liaise with Principal and within KTA as required to progress project.
- Monitor project progress with allocated hours and hours to complete.
- Understand and uphold project objectives & design intents.
- Align design & documentation with intent;
- Demonstrate exceptional organizational, time and task management skills;
- Be self-directed, systematic, reflective and analytical;
- Anticipate future issues, risks and needs & undertake necessary planning to address these;
- Exercise high level of initiative - proactive vs reactive in approach;
- Manage and anticipate resourcing needs;
- Have technical and project experience;
- Exercise judgment about when Director input and direction is needed.
- Advanced Revit Skills essential.
- Manage people with emotional intelligence – get good performance through strong listening skills, perceptive and reflective ⌞SEP⌟

About You
- Polished written and verbal communication
- Professional results driven attitude
- Keen eye for detail
- Positive attitude
- High quality work product
- Advance computer literacy
- Experience with Revit
- Competency with Microsoft Office Products & Web based applications
- Knowing your deadlines, and adhering to them is essential
- Knowing your escalation point and using it when required is a must

- Be willing to take on tasks outside of your role to assist the greater team
- A mature minded approach to work and life.

We are seeking candidates with a minimum of 5-10 years' experience as a registered/project architect.

Remuneration is commensurate with experience.

If this sounds like the position for you, please submit your resume along with a covering letter to the Business Manager at kta@kerstinthompson.com.

Open only to Australian Permanent Residents