Gray Puksand is a national architecture and interior design practice with offices in Brisbane, Melbourne and Sydney. Our mission is to ‘add value to our clients’ projects through design and we are dedicated to producing outstanding design with a focus on ongoing innovation.

We have earned a reputation as being leaders. Our modern, visionary designs emerge from contemporary social, cultural and technological evolutions. Collaboration is integral to our distinctive approach; our goal is to understand our clients’ underlying values. Listening, contributing ideas and sharing research knowledge are key aspects of our position as trusted advisors.

We strive to create a positive workplace for our people, based on the premise that we all come to work to do a great job. We want Gray Puksand staff to be excited by our work and have created a professional design environment and promote continued growth and learning.

Our Sydney and Melbourne studios are seeking an experienced qualified Architect/Project Leader to join our team. To be successful in this role you must have a minimum of 10 years’ experience commercial and/or education; demonstrated design expertise; experience in client liaison; the ability to lead workshops; take a proactive and solutions focus to leading teams and leading projects.

1. **Position Title:** Project Leader / Architect
2. **Status:** Full Time position
3. **Reporting to:** Partner
4. **Key Duties:**
   - **Submissions:** (complete or assist with the following as directed by a Partner)
     - Submission documentation
     - Client presentation
     - Identification of bid and project team
     - Determine sub-consultant team
     - Prepare fee
   - **Project Start Up:**
     - Obtain written confirmation of fee approval
     - Complete project review spreadsheet for project implementation
     - Communicate project initiation with the project team, clearly defining roles and responsibilities
     - Appoint consultants as required
   - **Project Delivery:**
     - Ensure client meeting/liaison, consultants and internal team meetings are held regularly ensuring effective communication throughout the project
     - Lead and/or manage the design solution for the project
     - Manage and ensure adequate documentation for the project on both cost and delivery
     - Sign off on all correspondence, drawings and reports required on the project and as appropriate for the project delivery method
     - Supervise all team members in delivering projects, ensuring collaboration and co operation from all team members
     - Ensure all Gray Puksand management systems, polices and procedures are followed
     - Attend all meetings as required
• Show initiative and leadership in the resolution of issues which may develop on projects

Management Reporting:
• Ensure all weekly and monthly management reporting (as outlined in the Project Leaders Induction information) is delivered within a timely fashion
• Attend all management internal meetings as required
• Contribute positively to the development of the project teams and demonstrating respect and support to all colleagues

Business Development
• Become well known amongst client groups and peers as a Project Leader of a high profile practice that consistently produces quality and innovative work
• Uphold a professional image in terms of product, attitude and personal presentation
• Maintain a hands-on approach with all clients

5. Key Selection Criteria:
• Minimum 10 years’ experience - commercial and/or education sectors
• Extensive experience in delivering design from briefing to project handover
• Experience in managing ongoing client relationships and communicating effectively with the client group
• Demonstrated ability to develop and maintain a client network
• Demonstrated leadership skills; capacity to work as a team leader, within a team and autonomously as required
• Bachelor of Architecture, or equivalent
• Computer literacy - cad, excel and word skills
• Revit an advantage
• Excellent written and verbal skills

6. Key Performance Indicators:
• Demonstrate a full understanding of all aspects of project requirements
• Deliver all projects to agreed timelines, and deliver the project profitably with respect to the fee arrangement, including proactively managing the fee claims and discussions with clients
• Strategically identify risks to the delivery of the project requirements and continually work to mitigate them, keeping Partners informed as appropriate
• Create a successful working relationship with clients, based on the delivery of skilled, accurate and timely client service
• Manage a variety of projects at the same time
• Collaborate with the leadership team to achieve efficient staff resourcing across project teams
• Manage all workload, identify critical path items and resolve
• Lead your project teams in a collaborative, positive way ensuring clear communication, guidance and direction is provided to all team members
• Complete all management administration tasks in accordance with
designated timelines including workload, billings, and projections

- Promote and maintain the Gray Puksand management system
- Present in a professional manner at all times in accordance with Gray Puksand policy
- Encourage and mentor staff at varying levels
- Active participation in and or overseeing of research/innovation initiatives
- Contribute positively to the culture of the organisation and assist in creating an effective working environment

7. Remuneration: Dependant upon experience

8. Start Date: As soon as practicable

9. Application Process: Please email applications, addressing all criteria to: careers@graypuksand.com.au

Three referees will be required at interview