

Key Responsibilities

- Under direction, participate in technical and documentation phases of small to medium sized projects or a section of a large project
- Collaborate with project team members and other consultants to ensure that ongoing works are consistent with delegated instruction
- Under direction, produce accurate documentation in line with Buchan's standards and protocols
- Access and apply building codes, standards and compliance
- Access and apply Buchan's systems and protocols
- Apply product and material knowledge
- Apply skills in team collaboration and communication
- Produce preliminary reports and feasibility studies
- Apply theoretical knowledge to technical tasks to support project teams
- Under direction, prepare schedules, detailed components, finishes and fittings and assist with specifications if required
- Be capable of supporting presentations to clients, consultants or other external parties
- Learn from a team of professionally and technically competent people at various skill levels to achieve best possible project outcomes
- Apply understanding of compliance with the use of current office, design, documentation and project management software
- Be accountable for the quality and quantity of work produced
- Coordinate building services and effectively liaise with service engineers, specialist consultants, contractors, suppliers and services
- Perform and coordinate tenancy services as required, and ensure compliance with local Acts and leasing guidelines
- Be aware of program deadlines and budgets and work in accordance with these limitations
- Work in accordance with Buchan's visions and values
- Actively participate in learning all aspects in the delivery of Architectural services for a project
- Provide architectural documentation using 3D software i.e. Revit
- Document within the model as set up and managed by relevant internal resources