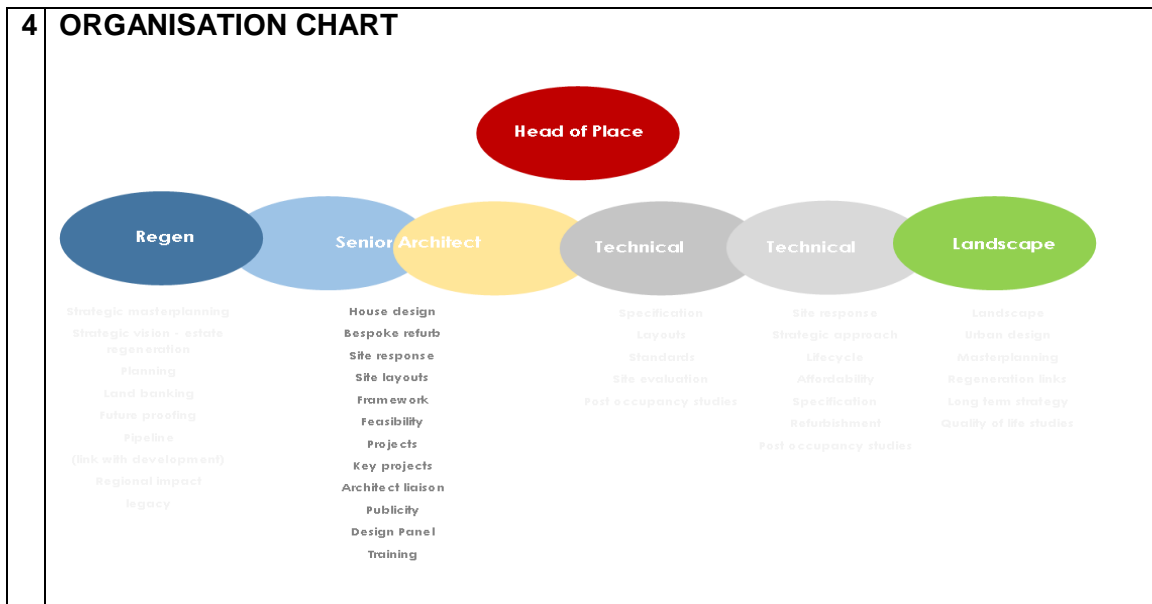


## JOB DESCRIPTION HOME GROUP LIMITED

<b>1</b>	<b>JOB DETAILS</b>	
	<b>Job Title:</b> Senior Architect	<b>Ref:</b> HOMEJD438
	<b>Reports to:</b> Head of Place	<b>Date:</b> August 2016

<b>2</b>	<b>JOB PURPOSE</b>	
	<ul style="list-style-type: none"> <li>• To lead in the creation and promotion of high quality design for Home Group.</li> <li>• To act as an inspirational leader and role model within The Development Team.</li> <li>• To lead on the creation of exceptional house types.</li> </ul>	

<b>3</b>	<b>DIMENSIONS</b>	
	<ul style="list-style-type: none"> <li>• Direct line management responsibility for up to 5 Design Advisors.</li> <li>• This role will be responsible for setting the values of the houses for the 2000 unit per year strategic position. Improved design quality is expected to uplift value by at least 10%.</li> </ul>	



<b>5</b>	<b>KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED</b>	
	<ul style="list-style-type: none"> <li>• Degree level education in Architecture.</li> <li>• Chartered membership of a recognised construction industry profession, e.g. Royal Institute of British Architects.</li> </ul>	

- Experience of leading, line - and performance - managing a team, coaching and directing as required by the circumstances.
- Experience of supporting service excellence in an organisation through a strong customer focussed approach.
- A true flair for design.
- The ability to assess the potential of a site quickly and to communicate this to colleagues.
- Confidence and comprehensive understanding and experience in project running, including chairing meetings and leading workshop sessions.
- Confidence and extensive knowledge of the design values and an ability to lead on liaising with architects to ensure aspirations are realised.
- Sound understanding of the planning system in England and Scotland, and application requirements, including community consultation.
- Ability to direct the commissioning of architect's services and design competitions to ensure the combination of high quality design and deliverability.
- Ability to prioritise workload in order to achieve targets within agreed timescales.
- Excellent analytical and communication skills (verbal/ written/ graphic).
- Exceptional presentation skills that can communicate the quality of design to all colleagues and external partners.
- Proficient user of Microsoft Office, i.e. Word, Excel, Outlook and PowerPoint, and Publisher.
- Experience of software and systems routinely used in architectural practice including, MicroStation (CAD), Sketch Up (massing tool), Photoshop (graphic/ presentation), NBS Contract Administrator and NBS Specification Writer. In addition, an awareness of Building Information Modelling.
- Holds a UK Driving Licence and be able to travel for work.

## **6 KEY RESULT AREAS**

- To direct development teams in the creation of briefs for architects to ensure the most efficient appointment and scheme viability.
- Providing effective design support for the development teams to streamline projects and deliver maximum financial efficiency.
- Lead and manage the design advisor team to ensure they deliver effective and efficient service.
- Assisting the Head of Place in promoting the design values of Home Group to ensure to the design agenda is delivered.
- Act as lead for the bespoke refurbishment initiative, so existing properties become more sustainable and commercially viable.
- Lead on architects' liaison to ensure our ongoing relationship with architects is effective.
- Lead on the Creation of sketch schemes to test the capacity and viability of a site.
- Carry out regular reviews of schemes as they progress. Direct development

colleagues on changes when required.

## 7 COMMUNICATIONS AND WORKING RELATIONSHIPS

### Internal:

- **Head of Place**
- **Project Managers, Development Managers and Heads of Development**, to support in all aspects of design quality within projects.
- **Development Programme Team**, to support the effective running of the Investment Panel by providing timely information.
- **Development Investment Panel**, advise members of scheme compliance and design quality.
- **Sustainable Properties Manager**, to support connections between sustainability in new build and asset management through the specification.
- **Procurement Team**, to provide information necessary for Head of Place to commission of architect's services through mini-tender.

### External, including:

- **Design Advisory Panel**, or equivalent.
- **Framework Architects**, to lead on commissioning of capacity studies and scheme compliance.
- Organisations promoting better design quality within the residential sector, e.g. Design Council CABE, Architecture and Design Scotland, Higher Education institutes, etc.

## 8 SCOPE FOR IMPACT

- The Senior Architect is a high profile position as it is a very visible role that represents the Home Group design philosophy and ethos.
- As a member of the development team the job holder will have an impact on how Enterprise and Development perform as a business, specifically in terms of promoting better residential design quality.
- This job holder activity also has an impact on cost certainty and timely delivery of projects managed by Project Managers.
- Offer support to Development Teams, attend meetings and answer any queries they may have.
- Lead on the Organisation and coordination of Design Panel sessions with Development Teams to present schemes and help to progress them.
- Act as a lead Representative of Home Group at Local Authority negotiations to ensure maximum value and quality is achieved for each site.
- Senior representative of the design team and Enterprise and Development presenting at conferences etc.

## 9 CORPORATE RESPONSIBILITIES

	<ul style="list-style-type: none"> <li>• Commitment to customer service and the ability to raise standards.</li> <li>• Apart from a responsibility for own health, safety and welfare, ensure that colleagues under supervision perform their duties with due regard to the Group's Health and Safety Policy, Procedures and Safe Systems of Work, in a safe working environment.</li> <li>• Plan and implement colleague training and development programmes in line with the Group's policy and procedures to meet identified needs and satisfy the organisation's requirements for an effective and competent workforce.</li> <li>• Promote equality and diversity as an integral aspect of working at Home Group and lead by example.</li> <li>• To undertake any further duties as requested by your Line Manager commensurate with the level of your post.</li> </ul>
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<b>10</b>	<b>JOB DESCRIPTION AGREEMENT</b>	
	<b>Job Holder's signature</b>	<b>Date</b>
	<b>Manager's signature</b>	<b>Date</b>