Project Manager / Senior Architectural Technician

Salary: Negotiable

Job Description

Candidates will be required to work as part of our busy and well-established Building Surveying / Architectural Consultancy. You will be required to work either as part of a team and/or as an individual, taking the lead in project design and being responsible for the production of surveying services for numerous refurbishment and new build projects in the domestic, retail, commercial and public sector. AKDP are particularly active in the Social Housing and Healthcare environments, experience of either would be an advantage.

Responsibilities and Duties

- Prepare feasibility studies from inception to draft proposals, including schematic layouts and drawings portraying the completed project. Working individually or overseeing a small team, producing CAD drawings, plan, sections, details, reports and visualisations for design, tender and construction purposes.
- Liaising with clients and other consultants to develop designs, reports, visualisations and prepare documentation for tender purposes. Preparing specifications, drawings and schedules of work relating to contract Conditions and Standards of Materials and Workmanships major/minor building works.
- Producing and submitting applications for submission to local authorities and approved inspectors for planning and Building Regulation Approvals.
- Take the lead in liaison with external consultants (Planning and Building Control Officers etc) on various matters as and when they arise and to ensure that the appropriate approval is achieved.
- Take the lead in undertaking of measured surveys of Buildings, sites and structures and to assist project leaders in the completion of tasks whilst achieving necessary timescales and design programmes as appropriate.
- Working alongside Partners/Senior members of staff, overseeing construction works on site and liaising with clients and contractors to produce complete building projects on time and in budget.
- Attend and manage progress/design team meetings and produce minutes.
- Contract instruction in the form of email or standard format to the Project Manager.
- Carry out programmed and contractual obligations within the financial constraints and timescales. Assist with cost estimates. Ensuring minimum disruption to the client's business activities. Demonstrating the intended operations are to be beneficial in the long term which will override any short term inconveniences.
- Manage building contracts and maintain a contractual and fiscal control through to completion of the project, including the authorisation of interim payments and the settlement of final accounts. To act as Principle Designer and or CDM Co-ordinator on a wide variety of construction projects, ensuring matters of Health and Safety on the construction sites are adhered to. Provide Clients with technical and legislative advice and generally provide an efficient and effective Customer lead service.
- Provide a design risk assessment for projects.

Why Work for AKDP

AK Design Partnership was formed in June 1986 by Michael Allen and Keith Sier, David Lloyd and Thomas Colliss became Partners in January 2019, after Keith & Michael took a step back. Established originally in Romford, 4 years ago the decision was made to move the business into serviced offices in Rainham.

When you join AKDP you will have access to over 30 years' experience of the industry. Due to this, whether you are new to the industry, or extremely experienced, Thomas and David will work with you to continually develop your skill set and knowledge.

We also have a great range of benefits for our employees if you join our team, including

- Competitive basic salary
- Free Parking
- Opportunity to grow & develop
- 20 days of holiday + Bank Holidays + Christmas Closure (3 days)
- Quarterly Team Lunches
- Dress down Mondays
- Flexible Working
- Suggestion Box
- Structured welcome and induction

Above all, here at AKDP we are family, if you're interested in joining our team, get in Touch!