



Experienced & Technically Skilled Architects Required – Client Monitoring Team

January 2024

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John Robertson Architects has exciting opportunities for experienced and technically minded Architects and part 2's, to assist with the growing workload on Compliance and Monitoring projects in London.

John Robertson Architects (JRA) is an established, award winning AJ100 practice comprising 65 staff, the majority of whom are based at our London headquarters on Southwark Street, SE1. The practice undertakes a wide range of office, mixed-use and residential developments in and around London including new build schemes and redevelopments, work to listed and historic buildings, fit out and interior architecture.

We also have a growing Compliance and Monitoring Team (CMT) workload with some exciting and interesting projects on site and due to commence shortly. Our CMT projects range in value from £7.5m to £350m+. We currently have vacancies for experienced architects and Part 2's and we would welcome applications from dynamic candidates with an interest in a role within the Compliance and Monitoring Team CMT.

Candidates should ideally:

- Have UK experience on high profile commercial, mixed-use and residential projects, working with the UK's leading commercial architects, developers and clients
- Have experience of managing small project teams and collaborating with external consultants
- Have successfully managed projects particularly through RIBA Workstage's 3 - 6
- Be technically proficient, have a keen eye for detail and able to contribute to design solutions
- Have built-project experience and the ability to confidently deal with clients and contractors
- Understand current construction methods and information exchange processes
- Be an RIBA / ARB member

The role will generally include:

- Undertaking peer reviews of the design team's RIBA Stage 3 and 4 information
- Reviewing Contractor's Proposals to check they comply with the Employer's Requirements
- Providing advice and support the Client, EA and PM teams during Stages 4, 5 and 6
- Providing advice on any proposed Client or Contractor design changes
- Reviewing and monitoring the design progress against on-site construction progress

- Carrying out on-site and off-site inspections of samples, benchmarks and mock-ups and reporting on the compliance thereof
- Inspecting the production of and execution of work and components by Specialist Contractors (this may involve occasional travel abroad)
- Attending key project meetings - Early Warning, Progress, Main Contractor and Client meetings
- Attending site to inspect the works and reporting on contract non-compliances identified
- Using the Contractor's Information Management System (EDMS) to inspect and comment on the design documents issued by the contractor, checking they comply with the Contract, Building Regulations, other standards etc. and applying an appropriate Status
- Preparing concise Site Inspection & Monthly Compliance reports for the Client team information
- Assisting in the inspection of quality and snagging of the works prior to practical completion
- Inspecting the works at the end of defects period and providing snag lists to the contractor
- Reviewing and commenting on O&Ms prepared by the contractor
- Reviewing spatial layouts and preliminary designs by potential tenants and assessing the impact on the base build works
- Assisting the client team in matters relating to extensions of time or late completion

John Robertson Architects offers good prospects for career progression, and we'd like to take on staff looking to advance their skills and contribute to the long-term development of the practice.

John Robertson Architects is an equal opportunities employer.

Candidates must be eligible to work in the UK without restriction.

To apply, please send a covering letter describing how you will contribute to the practice along with your CV and relevant examples of your work in A4 format by email to: careers@jra.co.uk - please quote the reference JRA2024_CMT in the subject line.

Attachments must not exceed 5MB. Additional portfolio information can be reviewed at interview stage.