

John Robertson Architects

Job Description/Role Specification – Architect

Reports to: Directors, Project Director, or Associate as applicable.

Appraised by: Team Leader (could be a Director, Associate, or Project Director, depending on project structure).

John Robertson Architects (JRA) is seeking a talented and motivated Architect to join our practice. The successful candidate will support the delivery and management of design-led architectural projects while collaborating with clients, consultants, and internal teams. This role offers an exciting opportunity to work across all RIBA stages, contributing to innovative and high-quality designs.

Key Responsibilities

- Assist in managing and coordinating architectural projects, ensuring effective collaboration within the design team.
- Develop and deliver integrated designs from concept through to detailed design using 2D and 3D CAD software.
- Prepare and manage submissions for planning permission, building regulations, and other statutory approvals.
- Produce and oversee detailed tender packages and related documentation.
- Create hand-drawn sketches to explore and communicate design concepts.
- Produce high-quality 3D visualisations and renderings using appropriate software.
- Draft project reports and contribute to bid and proposal documentation.
- Create and maintain documents using Word, Excel, PowerPoint, InDesign, and Photoshop.
- Research and integrate products, materials, building strategies, and technologies into projects.
- Participate in design discussions and contribute to ongoing design development.
- Assist with project resource planning and task prioritisation.
- Deliver presentations to colleagues and clients when required.

Skills and Competencies

- Strong design sensibility with the ability to preserve design integrity throughout project development.
- Ability to manage multiple projects and prioritise tasks effectively.
- Sound knowledge of RIBA stages, UK planning and building regulations, and statutory compliance.
- Proficiency in 2D and 3D CAD, rendering software, and other industry-standard tools.
- Excellent hand-drawing and sketching skills.
- Strong communication skills, including the ability to liaise directly with clients and consultants.
- Highly organised, detail-oriented, and capable of working to deadlines.
- Collaborative approach with the ability to contribute to team discussions and decision-making processes.

Additional Requirements

- Ensure all work complies with the requirements of JRA's Quality Management System.
- Maintain confidentiality for all project-related information and broader JRA practices.
- Demonstrate commitment to professional development and staying up to date with industry advancements.

Why Join JRA?

At JRA, we pride ourselves on our commitment to innovative design, collaborative working, and delivering exceptional projects. We offer a dynamic and inclusive workplace that encourages growth and creativity while valuing the contributions of every team member.

What We Offer:

- **Mentorship:** Guidance and support from experienced architects to help you grow professionally.
- **Learning Opportunities:** Access to workshops, CPD's, and training programs.
- **Creative Environment:** A collaborative and inspiring work environment.

- Career Development: Opportunities for career advancement and professional development.
- Competitive Compensation: A competitive salary package and benefits.

How to Apply:

If you are passionate about architecture and eager to contribute to innovative projects, we would love to hear from you. Please submit your resume, portfolio, and a cover letter detailing your experience and why you are a perfect fit for this role to careers@jra.co.uk