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| Job Title: | Architectural Technician |
| **Business:** | **Taylor Wimpey East Scotland** |
| **Location:** | **Dunfermline** |
| **Direct Reports:** | **Technical Director** |
| **Main Interfaces** | Land, Production, Technical, Commercial & Sales Departments, External Consultants, Subcontractors and Customers |

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| Overall Purpose |
| To deliver architectural designs for new residential development |

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| Key Activities |
| Planning |
| * Assisting the Technical Director and D&P Exec in the preparation of planning applications |

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| Design |
| * Producing plans and elevations for group housetypes * Submitting initial notices * Ensuring compliance with statutory matters * Dealing with site queries * Producing Deed Plans * Producing LPE plans |

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| Management |
| * Procuring Building Regulation Approvals * Issuing and managing drawings * Managing own payments & budgets * Arranging Air tests, sound tests, EPC’s and DAS statements |

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| Project Planning |
| * Manage own progress/workload against department programmes |

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| Quality Control |
| * Ensure the quality of architectural information provided both internally and externally is of the highest standards |

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| Key Competences & Experience |
| * Proven experience in the Residential Sector * Minimum of HNC in Architectural Technology * Expert in AutoCAD * Detailed knowledge of the planning process * Thorough knowledge of architectural design * Thorough knowledge of Building Regulation and NHBC standards * Knowledgeable in structural design * Knowledgeable of renewable technologies * Track record of delivering architectural packages for residential development * Commercial awareness of design and design changes * Ability to work to tight timescales * Knowledge of Photoshop/Sketchup advantageous |

If you wish to be considered for the role please send your CV to Leslie Veitch, Technical & Land Secretary at [Leslie.Veitch@taylorwimpey.com](mailto:Leslie.Veitch@taylorwimpey.com) by Friday 3 July 2015.