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