



JOB ADVERT /

URBANIST

Grade: Assistant Level (Part 1 Architectural Assistant)

We are looking to recruit an architectural designer to join our team of urban designers, planners, architects and sustainable urbanists.

As a design led practice we are looking for an individual with excellent design and visual communication skills. The role will involve working on a wide variety of projects ranging in scale from regional visions and strategies to individual sites.

Good research and analytical skills will be needed along with a willingness to actively participate in hands on community workshops. The individual will have a wider interest in, and be able to demonstrate a commitment to, sustainable design and community engagement in their studies.

REQUIREMENTS//

Academic qualifications: Degree in Architecture (BA, BSc or equivalent)

Professional Experience: Some work experience of built environment professions would be preferable.

Key Skills:

- » Ability to demonstrate excellent design skills
- » Excellent visual communication skills
- » Good verbal and interpersonal communication skills
- » Self-motivated individual
- » Good time management skills
- » Experience of working with CAD, indesign, photoshop, illustrator, sketch-up

Desirable Skills:

- » Workshop participation/ facilitation experience
- » Experience of 3D Studio Max/ Revit or other 3D modelling
- » Good written communication skills
- » Strong interest in working with communities
- » Research skills
- » Willingness to contribute to the broader work of the co-operative

JOB INFO///

Location: The position will be based at our office located in the Northern Quarter, Manchester

Equal Opportunities: URBED are an equal opportunities employer. We monitor the diversity of job applicants via an anonymous online form. Please follow the link below to fill this out, using the job reference code JOB/ ASSISTANT URBANIST//, if you intend to apply for this post: www.surveymonkey.com/s/URBED_equality. The information collected is used purely for monitoring purposes. For more info on URBED please visit our website where a copy of our policies can be downloaded.

If you are interested in applying for the post. Please email a copy of your CV along with a digital portfolio (or link to an online portfolio) to Lavinia Leader at info@urbed.coop. Please include the following job reference code: JOB/ ASSISTANT URBANIST// {email subject}. All emails should be no larger than 8MB. Alternatively please post your application to:

Lavinia Leader
URBED
5th Floor
10 Little Lever Street
Manchester
M1 1HR

Closing Date for Application: The closing date for applications is 5.00pm on Friday 27th September 2013.

JOB DESCRIPTION////

Position	Assistant (Part 1 Architectural Assistant)
Report to	Project Managers/ Principals
Qualifications	BA/ BSc Degree in Architecture
Key Role	Provide assistance on urbanism, environment and design related multi-disciplinary projects
Project Management	Become a key member of a project team
Business Development	Provide high quality material for bid documents
Capabilities	Attend, with supervision, project meetings and community events. Prepare written and graphic material for reports with supervision. Undertake research and analysis. Take and distribute accurate project meeting minutes. Reasonable knowledge of relevant legislation, policies, precedents and best practice. Prepare high quality analysis and conceptual plans, CAD drawings and photomontages under supervision.
Personal Skills	Good written, verbal and graphic communication skills. Strong analytical and evaluation skills. Ability to work on own initiative. Ability to prioritise workload, meet deadlines and record time spent on projects. Demonstrates accuracy and attention to detail. Demonstrates a clear commitment to collaborative team working, exchanging information and ideas and providing support to colleagues