

Corstorphine & Wright

Architectural Assistant (Part 2) – Leeds

We are Corstorphine & Wright, an award-winning, AJ100 architectural practice with studios across the UK. We are a dedicated team of 200+ enthusiastic individuals that care about creating places that foster human connection while adding commercial, civic, environmental, and social value.

We have a fantastic pipeline of projects as we head into 2022 and therefore our Leeds Studio is expanding and looking for a talented Architectural Assistant (Part II) to join our dynamic and experienced team. You will have the opportunity to support projects through all RIBA work stages from inception to completion in a range of sectors for a variety of clients.

If you are looking to progress your Architectural education in a friendly, collaborative and creative environment with a business committed to its people this is the role for you. We are used to supporting Architectural students at all stages in their education and provide dedicated mentoring to ensure that you get the best experience possible. All the team understand the requirements of the RIBA course and work hard to provide the support and opportunities needed to achieve.

As an Architectural Assistant (Part 2), you will also enjoy an interesting mix of responsibilities by:

- Researching and developing solutions to architectural problems
- Preparing presentation materials using manual and digital techniques/software for internal and external purposes, including attending Client presentations and incorporating feedback
- Drafting and amending concept and detail designs using manual and digital techniques/software.
- Establishing & integrating technical information and statutory requirements into design & production drawings including preparing drawings for planning & building control approval, tender and construction purposes.
- Modelling schemes in 3D design software, including Revit/BIM
- Preparing and/or commissioning measured surveys and site reports
- Preparing written specifications and clear & accurate contract documents
- Establishing and integrating technical information and statutory requirements into design and production drawings, including preparation of drawings for planning and building control approval, tender and construction purposes
- Attending relevant design team meetings, following up action points and contributing to agenda items where appropriate
- Attending site meetings with project architect.
- Maintaining office and project files, preparing drawing issues and maintaining project QA records
- Participating in internal CPD presentations
- Researching project briefs, materials and construction products and systems, including using the office library and electronic information retrieval systems

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Professional Competencies required for the role:

- ARB/RIBA Part 2 qualification
- Strong design awareness
- Aware in principle of responsibilities under RIBA and ARB Codes of Conduct
- Proficient in the use of relevant software packages such as Revit, AutoCAD, Adobe creative suite and Sketch up
- Knowledge and understanding of CDM regulations
- Excellent written & verbal communication skills
- Achievement of RIBA Mandatory Competencies, where appropriate

Maintaining a talented and successful team matters to us! Working together with others to share resources and information across the business, seek continuous improvement to develop individual capability and that of the team and being self-motivated and reliable are traits that are highly desirable for any of our roles.

What you will get in return:

Our people are at the heart of what we do. We offer a competitive salary and benefits package that promotes a work-life balance and supports your professional development needs. Life assurance, bonus scheme, Cycle to work scheme, Employee Assistance Program, hybrid working opportunities, regular social activities plus more are among some of the benefits on offer to our Corstorphine & Wright colleagues.

Corstorphine & Wright is an equal opportunity employer. We celebrate and support diversity and we are committed to creating and maintaining an inclusive environment throughout the employee lifecycle.