

# BENNETTS ASSOCIATES

Job Title	Architect
Location	Edinburgh Office
Contract	Permanent

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## Role

At Bennetts Associates an architect works within a project team under the direction of an Associate Director or Director. The team will be responsible for progressing a project through multiple design stages to an agreed programme. Architects may work on projects from inception through to completion, or on defined project stages depending on the nature of the project.

## Responsibilities

- Initiating and developing concept or detail design studies under the direction of the project architect, Associate Director or Director.
- Production of project information in digital or drawn form from concept design through to detailed construction information and specifications.
- Presentation drawings and material where appropriate.
- Carrying out technical and product research.
- Attendance at Design Team, Client, local authority and other meetings as appropriate, including taking and issuing minutes.
- Assisting the project architect in the administration of the contract.
- Making site or factory visits as appropriate, to monitor progress of elements under their control

## Core Competencies:

### Creative and Critical Thinking

- Clear Thinking: ability to evaluate, refine and edit ideas with clarity / efficiency.
- Communication of ideas: ability to present and convey ideas to others.
- Problem Solving: interrogation and analysis of constraints and opportunities.

### Technical Skills and Knowledge

- IT Skills: demonstrate competency across a range of platforms with the ability to deliver a variety of information.
- Understanding of Materials and Construction Details: ability to develop technical and qualitative knowledge and apply to projects.
- Coordination of Other Disciplines: ability to successfully develop and integrate different building elements.
- Site Experience: ability to engage with construction stages and navigate site issues.
- Sustainable Design: ability and understanding of related principles.
- Technical and Delivery Knowledge: ability to produce and oversee the production of information required for construction. Able to share experience with colleagues and wider practice to inform future projects.

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## Planning, Management and Productivity

- Workload Management: ability to plan and manage personal time and actions to ensure productivity.
- Quality Management: adopt practice procedures and utilise resources to maintain required quality of work.
- Understanding Appointment Documentation: to inform and deliver project work.
- Understanding Forms of Contract and Procurement Routes: to inform and deliver project work.

## Communication

- Graphic Communication: ability to communicate ideas digitally and in freehand and knowledge and critical eye for graphical output.
- Written Communication: ability to communicate ideas in written form including composition of project and non-project material.

## Collaboration and Teamwork

- Collaboration: ability to work effectively with others to develop and resolve project issues. Ability to make complex decisions, weighing up a range of factors and implications.
- Team Working and Awareness of skillsets: ability to work well with others, take on responsibility and develop range of skills and insights required to run projects of different scales.

## Business Awareness

- Ethics and Integrity: acts in a professional manner. In line with practice policy
- Financial Awareness: understanding of project financials, the interrelationship between resource level, project fee and target profit levels.
- Legal Awareness: understanding of project appointment documents and associated responsibilities. Ability to use these references to monitor deliverables / scope.

## Benefits & Culture

- Workplace pension including employer contributions (on completion of 3-month probation)
- 28 days annual leave, increasing to 33 days for long term service (including bank holidays)
- Full office closure over Christmas period, in addition to your annual leave allowance
- Flexible working policy
- Smart working policy for home/remote working
- Life Insurance cover
- Health 'Cash Plan' cover providing access to various medical benefits
- Income Protection cover
- Employee Assistance Plan and office wellbeing initiatives
- Occupational sick pay
- Enhanced Maternity, Paternity and Shared Parental Leave pay
- Climate perks travel policy
- Travel season ticket policy
- Annual flu immunisation
- Eyecare vouchers
- Cycle to work scheme
- Access to additional benefits via BCorp and Smart Pension memberships

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## How to apply

- Please apply by email only - attaching your
  - CV
  - cover letter (include your current notice period)
  - sample portfolio as PDFs
- Your cover letter should explain the reason for applying to work at Bennetts Associates, and where you heard about the position
- Email subject should read:
  - Your name
  - Architect
  - Edinburgh Studio
- Applications should be sent to [recruitment@bennettsassociates.com](mailto:recruitment@bennettsassociates.com)
- Attachments should not exceed 10MB.
- In addition to the above requirements, we invite you to take part in our Job Application Diversity Survey. This is completely anonymous and will not influence your application, but we would request that all applicants complete it to support us in continual improvements to embedding EDI principles within our recruitment process. ([Diversity Survey link](#))

Please note we are unable to accept postal applications and website links to online portfolios. Due to the expected high volume of applicants, we regret we will only be contacting shortlisted applicants.