

# STEWART ARCHITECTURE

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**Date**

February 2022

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**Title**

Job Description

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**Term**

Full time

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**Role**

Architect - Canberra Studio

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**Report To**

Practice Principal  
Directors  
Practice Manager

**Role Description**

Applicants will have achieved successful registration with a relevant board and have received their individual registration number. Architects provide commercially pragmatic and technically accurate architectural service and advice to staff and clients. Architects oversee project/s within the office managing all stages of projects and may manage staff or teams of staff.

**Benefits**

\_Professional development allowance \$500 pa.  
\_Annual wellbeing allowance \$500 pa.  
\_Fun and supportive team  
\_Annual events + training including our annual staff conference

**Key Responsibilities**

- Lead and manage a design project/s from concept to completion
- Manage positive relationships with clients and stakeholders overcoming obstacles and mitigating risks
- Maintain a productive project program meeting deadlines as they arise
- Lead a project team efficiently and productively or work independently
- Manage co-ordination of external consultants and contractors
- Undertake project management, contract administration and post construction stage services
- Undertake all stages work in accordance with office QA policy
- Oversee the management of SA architectural design and documentation files
- Actively seek professional guidance and input from the Directors where appropriate
- Uphold client and firm confidentiality
- Implement the firm's core values and behavioral standards
- Lead client and consultant meetings as required
- Contribute to the culture of the practice through continued engagement
- Maintain architectural registration and CPD

**Key Skills**

- Proficient with Revit and Enscape
- Demonstrated ability to manage conflict and resolve problems
- Knowledge of Australian standards and statutory regulations
- Detailed knowledge of codes and standards relating to documentation and construction
- Excellent client liaison skills
- Ability to make strategic decisions as to priority of tasks
- Ability to schedule, plan and anticipate potential project obstacles
- The ability to work unsupervised when consultation is not available or impractical
- Positive attitude towards collaboration and encouragement of junior staff
- Shows leadership qualities with the ability to manage and mentor teams

**Qualifications & Appointment Criteria**

1. Architectural Registration
2. 8+ Years experience
3. Demonstrated management of design led projects from concept to completion
4. Excellent design portfolio and conceptual design skills from a variety of sectors
5. High degree of professionalism and outstanding personal presentation
6. Outstanding written and verbal communication skills

Please note:

Remuneration will be discussed at interview and will be commensurate with experience. This position is only available for those with full working rights in Australia. See application requirements on our website.