



SIMON MORRAY-JONES

JOB DESCRIPTION

Practice Description

Simon Morray-Jones Architects is an Employee Ownership Trust and RIBA Chartered Practice situated in the World Heritage City of Bath, we specialise in considered architectural solutions for the repair and adaptation of historic properties to suit modern living. We currently have a diverse workload of new build and high-end refurbishment projects in the residential and commercial sectors with construction values of £300K to £10M, including recently completed projects up to £17M, predominately located in the South of the UK. We are a dynamic team of eighteen staff, focusing on delivering a bespoke service to our new and return clients.

We are looking for an experienced Project/Senior Architect to join our enthusiastic and friendly team in Bath.

Role –Project/Senior Architect

The right candidate will be self-motivated and able to demonstrate technical proficiency in both existing and new buildings, think laterally and work well with the rest of the team to take on multiple projects under the supervision of the Directors. They will enjoy a high level of trust and autonomy in the design and delivery of projects. Knowledge of existing historic buildings is required, enthusiasm mandatory! Conservations Accreditation is not a requirement.

Roles & Responsibilities:

- Running of Architectural projects within the practice. Take responsibility for leading and managing projects from inception to completion as defined in the RIBA Plan of Work; brief development and feasibility, concept design, design development, statutory consents, technical information and specifications, procurement, site inspections and contract administration. Design team lead.
- Liaising with and taking instructions from the Directors in programming workload and managing projects.
- Co-ordination and organisation of resources with the senior team, directing and managing supporting staff in the delegation of work.
- Managing project finances within the practice and monitoring profitability.
- Continuing Professional Development in relation to all aspects of Construction, Building Regulations, and relevant legislation.

Skills, Experience & Attributes:

- Effective communication at all levels; with clients, colleagues, consultants, Local Authority and Statutory Bodies and external suppliers, verbally and in writing in the provision of correspondence, coordinated reports, drawings packages and specification.



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- Plan time and prioritise work to deliver highly detailed drawn information to meet agreed deadlines.
- Ability, skills & motivation to act as independent project architect with support from technical staff.
- Drawing and presentational skills reflecting all stages of RIBA Plan of Work.
- Strong design skills.
- Understanding of building technologies and environmental design and ability to employ structural practice, construction techniques and processes relevant to the production of information encompassing all stages of the RIBA Plan of Work.
- Knowledge of traditional building techniques would be advantageous.
- Knowledge of technical standards, regulatory frameworks and health & safety.
- Understanding the professional duty of care arising from the relationship between Clients and Architects.
- Have a high level of proficiency in AutoCAD, along with familiarity with Adobe Suite and SketchUp. Competent user of Microsoft Office packages, good general IT skills.
- Well organised with an attention to detail and commitment.
- Team player, but with an ability to work under own initiative and offer support to the wider members of the team.

Required Qualifications:

- RIBA Part 3 (at least 5 years post Part 3) or equivalent with UK ARB Registration.
- Full Driving Licence and access to a personal vehicle.

Terms of Employment:

- Full time (37.5 hour week).
- 20 days holiday rising to 25 with each year of employment plus all usual Bank and public holidays.
- Company pension scheme.
- Remuneration commensurate with skills and experience and in line with RIBA salary guide.
- Employee Ownership Trust bonus subject to practice profitability after specified period or employment.

How to Apply

If you are interested in applying for this position, please submit your CV and small portfolio of work to sm-j@sm-j.com outlining why you believe you are the right candidate for this role.