

Design & Feasibility – Architect

Department: Infrastructure, Housing and Environment

Division: Property

Reports to: Design and Feasibility Manager – Lead Architect

JE Reference: IHE1079

Grade: 12

JE Date: 23/9/2021

Job purpose

Provide professional design services for property capital projects related to the existing Government asset portfolio, involving refurbishment, extension, and modernisation of property assets, and replacements as evolution of existing structures, ensuring the public property portfolio is kept fit for purpose, meeting strategic asset management requirements and the changing needs of the users and occupiers.

Job specific outcomes

Undertake technical design for Government capital projects involving existing property assets, from concept development to completion, in order to deliver modifications to building infrastructure and spaces that are safe for human occupancy. Oversee specific projects throughout the stages of the RIBA plan of works.

Be responsible for compiling feasibility reports, determining environmental impact, creating project proposals, estimating costs, determining timelines and overseeing construction processes; collaborate with the Project Delivery Team for spatial coordination purposes.

Work closely with client Government departments, discussing service needs to inform design requirements and collaborating on production of the business case, ensuring the provision of buildings that meet the need of service users, providing best practice and best value.

Provide specialist technical advice on building design for capital projects related to existing Government property assets, making recommendations according to legislation, processes and best practice standards to Senior Management to inform key decision making related to feasibility of objectives and return on investment.

Provide technical advice to ensure projects are compliant with current statutory and regulatory requirements in order to discharge Government obligations as the Landlord and Employer.

Make planning and bye-law submissions, and undertake / organise Environmental, Traffic and Health (Sustainability) impact assessments, ensuring compliance with any planning permissions in consultation with key stakeholders and in accordance with legislation and good practice to ensure the effective and economic delivery of all allocated project work streams involving existing property assets.

Undertake contract administration services during the design and feasibility stages of allocated projects, supervising contractors and ensuring their deliverables are as per agreed contract

terms, meet best practice work standards and are in accordance with current regulatory and statutory requirements, addressing any issues and ensuring progression of work through planning and construction project stages. Issue instructions to contractors, issuing certificates under the building contract and ensuring the work meets design standards.

Work synergistically with the Project Delivery Team and utilise their project management capabilities during the design and feasibility stages of all capital projects involving the existing Government property estate, advising project boards and other appropriate committees on feasibility and design stage related matters to inform decision making and approval processes.

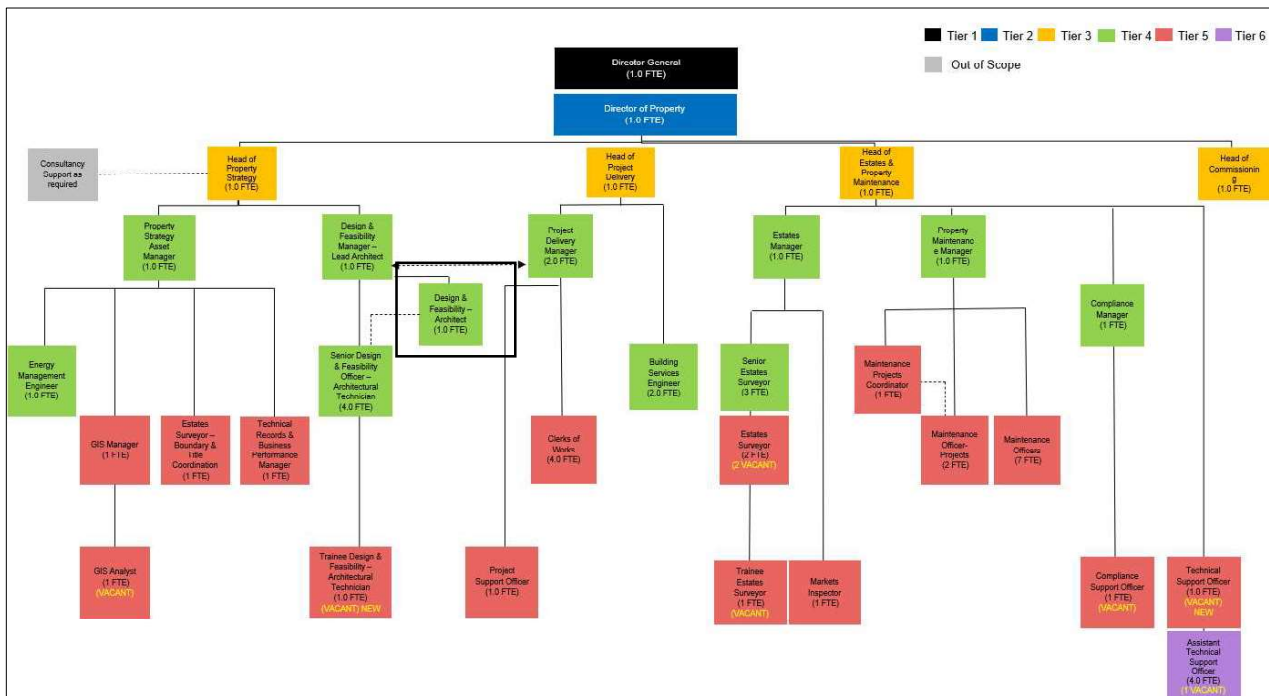
Undertake research involving the evaluation of alternative design methodologies, ensuring that building capital projects are designed and delivered in line with the latest design principles, and safety and environmental sustainability requirements.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Organisational structure



Person Specification

Specific to the role

| ATTRIBUTES | ESSENTIAL | DESIRABLE |
|---|--|--|
| <p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p> | <p>Post graduate qualification in a relevant specialism or equivalent experience e.g. Architecture</p> <p>Full membership of a relevant professional institution at chartered level or equivalent</p> | <p>Project management qualification at Prince 2 Practitioner level or equivalent</p> |
| <p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p> | <p>Specialist knowledge of design-build project delivery.</p> <p>Detailed knowledge of planning, legal and regulatory frameworks governing building works.</p> <p>Detailed knowledge of local, UK and EU legislation, directives, regulations and international agreements with a comprehensive understanding of how they impact local legislation, policy frameworks and practices.</p> <p>Ongoing Continuing Professional Development to remain up-to-date with the latest methodologies and industry research and best practice.</p> <p>Knowledge of managing a budget and business planning processes.</p> <p>Knowledge of the Government of Jersey or a comparable organisation and its strategy and functions.</p> | <p>Knowledge of:</p> <p>The activity and processes of Government including interaction between politicians and officials.</p> <p>Management reporting as it relates to this role.</p> <p>The departmental priorities, key objectives, risks and issues relevant to the department division and the role.</p> |
| <p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p> | <p>Computer literate with ability to operate the Microsoft Office package.</p> <p>Ability to produce detailed building designs and interpret complex specialist data.</p> | |
| <p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p> | <p>Strong relationship building skills.</p> <p>Good planning and organising skills.</p> <p>Excellent verbal and written communication skills.</p> <p>Ability to produce written materials (e.g. letters, reports, discussion papers, proposals) to a high level for</p> | |

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| | <p>presentation to a variety of audiences.</p> <p>Ability to communicate confidently and effectively with a variety of stakeholders and deliver key messages at a suitable level.</p> <p>Ability to influence and persuade a wide range of stakeholders in and outside the department.</p> | |
| <p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p> | <p>Substantial practical experience of building design projects and delivering these to exceptional standards.</p> <p>Experience working on listed buildings or classical buildings.</p> <p>Experience in leading multi-disciplinary teams and contractors.</p> <p>Experience in delivery against large budgets.</p> <p>A proven track record of achieving objectives on time.</p> | |

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey tier 4 core accountabilities, attributes and behaviour indicators.

Organisational structure

