

## Design and Feasibility – Assistant / Trainee

---

**Department:** Infrastructure, Housing and Environment

**Division:** Property

**Reports to:** Design & Feasibility Manager /  
Senior Design & Feasibility Officers – Architectural Technologists

**JE Reference:** IHE1127

**Grade:** CS09

**JE Date:** 28/1/2022

### Job purpose

Being responsible for working as part of a specialised team to deliver effective design services, including pre-feasibility and feasibility assessments, project specifications and briefs, provision of sketch schemes and contract administration services for property capital projects related to the existing Government asset portfolio, involving refurbishment, replacement, extension, and modernisation of property assets.

Providing professional research, design and feasibility support services and graphical data visualisation support through the application of appropriate technical expertise and use of specialist business applications.

### Job specific outcomes

Support Senior Officers and the Manager in the provision of an efficient operational response for services from client departments, providing assistance with design related work in order to deliver modifications to build assets and spaces that are safe for delivery of the Government's services and key objectives.

Assist Architectural Technologists in the development of detailed and costed discovery and feasibility work, that includes necessary consultation / endorsement from client departments, including where required, the correct technical supporting information, visualisation capability and analysis.

Independently carryout proactive research and analysis, assessing, identifying and analysing options, opportunities and risks reflective of and deriving from the project specifications, relevant legislation and best practice standards. Assist the Design and Feasibility Team in determining recommendations that meet the intended project deliverables.

Assist with the commissioning of project capabilities during the design stages of projects involving the existing Government property estate, ensuring compliance with governance standards in particular the finance manual and managing the relationship with various stakeholders. Provide support in undertaking contract administration services and clearly document any requirements, progress, non-compliance, potential risks and any recommended actions within appropriate reporting systems.

Provide project support and monitor project plans and adherence to performance measurement targets and output reports. Update timelines and assist the Architectural Technologists in monitoring risks and breaches to time/cost/quality tolerances and reporting on project progress.

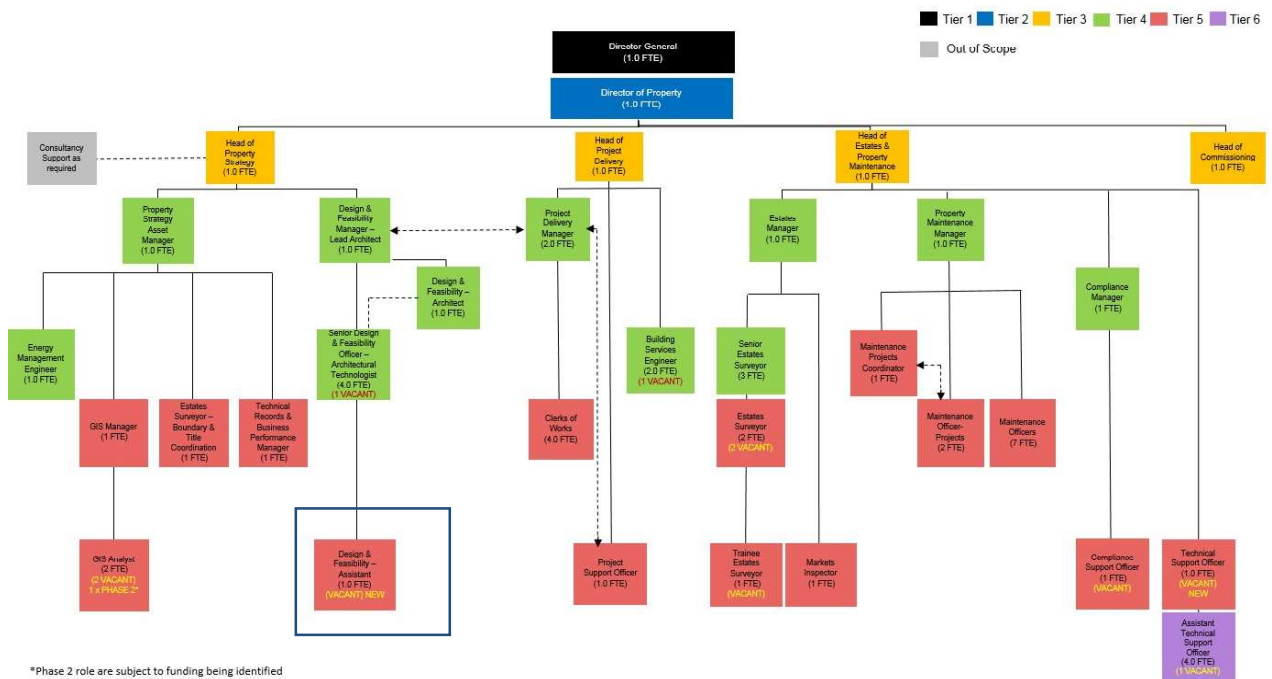
Undertake research into and stay current on alternative design methodologies and construction technologies, materials and processes to ensure that building capital projects are designed and delivered based on considerations which are based on the latest design principles, technological, health and safety and environmental protection requirements. Keep up-to-date with the latest GIS specifications and mapping visualisation technology.

Work collaboratively at the design-build stage of property capital works to existing assets with other technical professionals across the directorate and the department, including the Project Delivery Team within Property, Engineers, Land and Building Surveyors, Regulation and the Natural Environment colleagues, promoting a joined-up approach to project delivery with a view to ensuring the public estate is effective and efficient.

### Statutory responsibilities

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

### Organisational structure



## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<p>Degree in a relevant specialism e.g. Architectural Technology or GNVQ in Construction and the Built Environment, plus HNC in Building Studies.</p> <p>Project management qualification or equivalent.</p>	
<b>Knowledge</b>	<p>Knowledge of and understanding of building construction.</p> <p>Working knowledge of project management methodologies.</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:</p> <p>The activity and processes of Government including interaction between politicians and officials.</p> <p>The Infrastructure, Housing and Environment priorities, key objectives, risks and issues relevant to the department division and the role.</p> <p>Working knowledge of Civil and Structural Engineering aspects.</p> <p>Knowledge and understanding of planning, legal and regulatory frameworks governing building works e.g. Jersey Building Regulations, Codes of Practice Health and Safety related to construction etc.</p>
<b>Technical / Work-based Skills</b>	<p>User of Computer Aided Design (CAD) and Building Information Modelling (BIM) technology.</p> <p>User or knowledge of mapping/GIS packages.</p> <p>Computer literate with ability to operate Microsoft Office packages.</p>	
<b>General Skills/Attributes</b>	<p>Good relationship building skills.</p> <p>Ability to work autonomously to problem solve and advise on innovative solutions.</p> <p>Know when to refer issues to more senior Officers or Managers.</p>	

	<p>Able to advise and be technically proficient.</p> <p>Good verbal and written communication skills.</p> <p>Ability to produce written materials (e.g. letters, reports, technical papers) for presentation to a variety of audiences.</p> <p>Ability to communicate confidently and effectively to senior stakeholders, and deliver key messages at a suitable level.</p> <p>Ability to clearly articulate technical information to a wide range of stakeholders in and outside the department.</p>	
<b>Experience</b>	A proven track record of achieving objectives on time.	<p>Experience in Architectural Practice.</p> <p>Experience working on listed buildings or classical buildings.</p> <p>Project management experience.</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 5 core accountabilities, attributes and behaviour indicators.

### Organisation chart

#### One Government Departments

