

Part 1 Architectural & Landscape Assistant

Building & Design Group: Dorset Property – Dorset County Council

About Us

Dorset Property is an advisory and consultancy service within the Environment Directorate of Dorset County Council, in the County town of Dorchester, Dorset. Dorset Property supports all Service Directorates in the delivery of their service objectives; through the provision of timely, cost effective, professional property advice and consultancy, of the highest quality in respect of all matters related to property and real estate assets.

Dorset Property provides advice on all property matters from first thoughts, through inception, feasibility, design, construction, maintenance, management, refurbishment and demolition or disposal. The Buildings and Design Group includes professional disciplines covering architecture, landscape architecture, mechanical & electrical services engineering.

About the Role

To assist both the architectural and landscape design teams through all RIBA work stages with the production of scheme design, presentation and production material. This will include producing schematic sketch designs; both digital and physical models; planning and working drawings along with consultation with both internal and external consultants covering a wide variety of disciplines and professions.

Key responsibilities will include:

- Production of option appraisals, feasibility studies and initial site assessment reports
- Assisting with concept design production using both CAD and hand drawn methods
- Creation of concept physical models
- Creation of concept Sketch Up models
- Development and production of planning drawings
- Creation of site masterplans
- Production of working drawings including plans, sections and construction details for tender purposes
- Production of planting schemes and corresponding schedules and specifications
- Producing NBS specifications using National Building Specification software
- Creation of presentation images using Photoshop and Sketch Up software
- Meeting with clients and consultants to discuss design development
- Attending Planning and Building Control meetings
- Visit a range of projects throughout all stages of the construction process
- Inspect and report on site progress
- Attendance at Design Team meetings

Knowledge, Skills and Personal Qualities

- Proficient in AutoCAD, Sketch up, Photoshop and Microsoft office software
- Be confident in the production of hand drawn sketches
- Be confident when meeting and talking to consultants both in person and over the phone
- Able to work to tight and changing deadlines
- Have the confidence and ability to present and explain ideas to colleagues, managers & clients
- The ability to work on a number of projects at one time and manage your time accordingly.
- Be able to take instructions and work within a multi disciplinary team
- Have the ability to interchange between the architectural and landscape disciplines

An opportunity exists for a 12 month Part 1 Architectural / Landscape Architect assistant placement within the Building and Design Group, commencing in August 2014. If you are interested in this role please send your curriculum vitae and some examples of your work, along with a covering email expressing your interest to Dermot McCarthy & Tess Alison.

Dermot.McCarthy@dorsetcc.gov.uk & t.alison@dorsetcc.gov.uk

NB: File sizes no larger than 10MB please.