



## Position Statement – “Senior Architect”

### Position Overview

A “Senior Architect” is responsible for project specific development of detailed tender & construction documentation based on the consent authority approved design documents.

Essentially the “Senior Architect” is required to lead and manage the Brewster Murray and consultant design team through the entire tender & construction documentation process including:

- concept design;
- design development,
- selecting appropriate products, finishes & colours,
- developing & resolving construction details and ensuring the design intent is carried through the entire project;
- ensuring budgetary expectations and quality that aligns with the market / client requirements;
- ensuring the detailed design complies with all relevant authority requirements including statutory (BCA etc), Australian Standards, DDA and the development consent conditions etc;
- coordinating the sub-consultant documents against / with the architectural design.

The “Senior Architect” will manage the Brewster Murray and Sub-Consultant design team ensuring tender / construction documents are completed in accordance with the client approved delivery program.

The “Senior Architect” is responsible for determining the necessary Brewster Murray staff resources required to complete the design and documentation of the project and to liaise with the Brewster Murray “Practice Manager” in the program of each staff resource. As part of the process of developing the tender / construction documents the “Senior Architect” will liaise, coordinate and prepare all necessary submissions to authorities including Council, Utility providers (Elec, Water, Sewer, Gas etc), Fire Brigade, Heritage Council, NSW Dept of Planning, Transport NSW etc. etc.

### Qualifications & Registrations

Must have obtained a university qualification in an architecture degree that is recognised by the NSW Board of Architects as suitable to obtain registration as an Architect in the State of NSW.

Must have passed the NSW Board of Architects registration exam and obtained registration with the NSW Architects Registration Board or equivalent.

### Prerequisite Experience

Must have at least 5 years full time Australian experience working as an “Architect” in an Australian based architectural practice.

Must have experience in the delivery of at least one of the following building types while working in the role of Senior Architect in Australia.

- Medium to large scale multi-unit residential projects;
- Complex industrial and / or infrastructure projects;
- Medium to large scale commercial and / or workplace fit-out projects.

### Behavioural Competency

The “Senior Architect” will endeavour to develop strong, trustworthy and rewarding relationships with clients, stakeholders, sub-consultants and consent authorities that represent the professional interests and values of Brewster Murray.

Ensure positive and friendly professional relationship with all Brewster Murray staff and shows a high level of professional and ethical integrity.

Shows respect for all people and the diversity of human relationships including faiths, race, culture, age and gender.

Shows initiative and displays high level complex problem solving skills and methodologies;

Shows high level attention to detail in all aspects of work and professional relationships.

Seeks to market Brewster Murray capabilities generally and to develop new client relationships;

The “Senior Architect” is consultative and seeks advice from experts and professionals relevant to the project.

Has the ability to mentor, foster and instruct junior staff members.

## Reporting

The "Senior Architect" reports to (Internal):-

- The "Senior Architect" reports directly to the "Associate Director" and / or "Director" in charge of each client and project.
- The "Senior Architect" reports to the "Practice Manager" in relation to all Brewster Murray staff resource requirements.

Direct Reports to the "Senior Architect" (Internal):-

- The Brewster Murray project design team including Architects, CAD Draftspersons, Interior Design Manager & Interior Designers all report to the "Senior Architect".

Direct Reports to the "Senior Architect" (External):-

- Project Sub-consultant team;
- Project Consent Authorities.

## Technical Competency

### Computer Software

A "Senior Architect" at Brewster Murray will have demonstrated high level of proficiency in the following software programs:-

- Microsoft "Office" suite of software including Outlook, Word; Excel, Project & Powerpoint;
- Adobe suite of software including Photoshop;
- Autodesk "Revit" BIM software;
- "Bluebeam" PDF editing software.

### Brewster Murray Standards

The "Senior Architect" will utilise the Brewster Murray Quality Assurance system, the associated project & documentation templates and checklists when managing and producing documents and correspondence for all projects.

### Design & Construction Documentation

Prepare, coordinate and deliver all necessary design and construction documentation including:-

- Schematic and concept design documents;
- Development consent documents;
- Tender & construction documents including plans, sections, details, schedules, specifications etc.

### Codes & Standards Compliance

The "Senior Architect" will ensure that each project under his or her direction complies with all relevant codes and standards including but not limited to:-

- The National Construction Code and Building Code of Australia;
- All relevant codes and standards;
- Any specific client codes or standards;
- Any conditions of consent;
- All relevant Australian Standards;
- All relevant access and disability standards.

## Communication Competency

### Written Communication Skills

Ability to write project specific correspondence including emails, letters, reports and marketing material that is concise, well formatted, grammatically correct have a professional tone and clearly convey technically complex information to audiences with varying levels of knowledge concerning the topic being presented.

### Oral Communication Skills

Ability to confidently and logically present technical information to audiences of varying levels of knowledge;

Confidently chair, present and coordinate design and project meetings;  
Attend and report as to progress at client and or Project Control Group (PCG) Meetings.

## Project Management Competency

### Design Delivery Program

Prepare a project delivery plan for each project including a detailed delivery GANT program utilising MS Project for each project design phase including identification of key milestones and hold points, meetings etc.

Prepare Brewster Murray Staff Resources Schedule that identifies number, level and number of hours required for each staff resources required to complete the project.

Ensure the project is delivered in accordance with the agreed Brewster Murray staff resources outcomes & milestones.

### Sub-Consultant Team

Recommend, select and brief all necessary sub-consultants as required for the project.

Obtain sub-consultant fee proposals for client approval as required.

Coordinate, chair and minute all necessary sub-consultant design review meetings.

Review, coordinate and incorporate all sub-consultant design and documentation into design development, tender and construction documents.

### Development Consent & Certification

Confirm relevant development consent and certification pathways.

Ensure detailed tender & construction documents comply with all relevant development consents conditions.

### Contract Administration

Select and recommend suitable building works contracts for client approval.

Administer requirements of the contract including:-

- Call, chair and minute construction meetings;
- Respond to all RFI's and issue any necessary AI's as required;
- Issue regular progress claims as required under the contract provisions;
- Manage and respond to all variation and or extension of time claims and provide recommendations for client approval;
- Generally administer the conditions of the contract to the satisfaction of the client.

## Decision Making Authority

Generally all project based correspondence including letters and emails can be signed and issued by the "Senior Architect".

Authority to sign professional documents will be discussed and confirmed with each "Director" in charge on a case by case and project by project basis;

Any client contracts should be signed only by the "Director" in charge.

Generally all fee proposals are to be reviewed and approved by the "Director" in charge before being signed and or issued to any client for approval.

Where appropriate discussion and approval with the "Director" in charge should occur before signing any client agreement, statutory document and contract;

Design certificates can be signed by the "Senior Architect", however these should be discussed with the "Director" and / or the "Associate Director" in charge before signing and issuing to the Private Certifying Authority.

**Acknowledgement:**

I have received, reviewed and understand the roles and responsibilities of the "Senior Architect" position. I am able to perform the essential functions as outlined.

I have discussed any questions relating to this position description prior to signing this form.

Employee Name:-

Signature:-

Date:-