

JOB TITLE:	TECHNICAL DESIGN: PRODUCTION INFORMATION LEAD
WORKING FOR:	JONATHAN HALL - DIRECTOR
REPORTS TO:	JONATHAN HALL – DIRECTOR
WORKING WITH:	TECHNICAL DESIGN TEAM INCLUDING SPECIFICATION LEAD, AND PROJECT TEAMS.

JOB PURPOSE SUMMARY

The primary purpose of the person appointed to this new position will be to take a strategic and enthusiastic role in the ongoing development of production information standards and workflows within the practice, improving upon what is already in place, and to do so working closely with the Specification Lead and the other members of the Technical Design Team.

Within that strategic role the appointed person will be involved, with the Specification Lead, in the following areas:

- auditing production information.
- developing best practice guidance for drawn technical information, including best practice detailing.
- more generally acting as a practice-wide mentor to those responsible for developing and delivering production information, specifically drawn information. This will provide coaching to architects at all levels to develop their skills in this important area of design.

KEY RESPONSIBILITIES

The Primary Responsibilities will be as follows:

Strategic Leadership. In particular on the subject of drawn information, working closely with the other members of the Technical Design Team.

Mentoring. To provide mentoring and guidance to project architects and their teams on the planning and detailed content of technical drawing sets and making best use of technical resources.

Review Undertake detailed audits of the quality, coordination and content of project technical drawing packages at key project stages with the project team, providing commentary and advice as appropriate, with follow up reviews. Identify common issues across projects and address these with office-wide training and guidance and establish office standards. Over time develop strategic recommendations for how to improve the review process (including post-completion reviews).

Best Practice. To be aware of and have a comprehensive understanding of relevant standards, codes of practice, and current best practice generally. Benchmark AHMMs current approach across a range of design packages and sectors against industry standards.

Wider Industry Leadership. If not already, we would expect the appointed person to become actively involved with, and contribute to, wider professional and industry forums on technical design matters.

Training. Take responsibility for organising and facilitating group training sessions on technical drawing including training by external providers.

Resources. Management of external AHMM resources such as subscriptions to IHS and other providers of technical information (in conjunction with Specification Lead).

Guidance. Producing in-house guidance on production information and technical drawings, including updating relevant chapters of the Office Manual, associated standards for different types of drawings, standard drawing lists by workstage, drawing templates, and examples of good practice.

Other Duties. An expectation to contribute to other matters within the practice including:

- Contributing to the Green Group and attending their regular meetings.
- Being involved with the management and development of the technical resources, including the library.
- Manage the Technical Peer Review Process with the Technical Design Team Coordinator.
- Attending and contributing to RIBA Stage Reviews on projects (in particular at Stage 3).
- Attending and contributing to Project Completion Reviews on projects.
- Contributing to the Risk Management Group.
- Participating in an informal Production Information Group set up within the practice to discuss Technical Design matters.
- Contributing to the practice BIM group to review how production information is generated and how this may evolve in the future.
- Communicating with others in the practice that assist in the management of production information, including the Document Control team, and developing a detailed understanding of how technology within the practice, and the wider industry, can support the management and delivery of drawn information.

PERSONAL ATTRIBUTES

Must communicate a clear enthusiasm and be able to articulate a clear personal philosophy about the design of production information.

Must be able to work independently using initiative.

Able to communicate effectively to a broad range of people.

Willing to act as a team player.

Ability to mentor others effectively.

Strong organisational skills with the ability to manage own time effectively while understanding competing priorities.

Keen attention to detail whilst being aware of the overall picture.

Rigorous and systematic approach to the organisation and presentation of information.

Clarity and concision of expression.

Proactive, with the ability to deal with issues before they arise, meeting constantly changing deadlines.

Strong organisational skills with meticulous attention to detail and ability to co-ordinate numerous tasks simultaneously.

Uses initiative and works well without supervision, making judgment calls in Directors' absence.

A motivated, enthusiastic and flexible attitude, with a calm, cheerful and helpful personality and an ability to communicate at all levels.

A strong team player, working alongside and supporting other members of the support team, as well as members of the architectural teams, forging excellent relationships with all.

Punctual, with the willingness to work outside of office hours if required.

Works well under pressure in a fast-paced environment.

JOB REQUIREMENTS

Candidates would ideally be qualified as an architect or, if not, then as an architectural technician.

Candidates from other construction professions will be considered according to experience.

Candidates will have:

Extensive experience in the delivery of significant projects and responsibility for production information is essential, preferably with some previous experience in establishing or maintaining procedures and best practice.

Up to date knowledge and experience of Best Practice in design & construction, including some knowledge of specification writing.