

PART II
ARCHITECTURAL
ASSISTANT
JOB
DESCRIPTION

GPAD is an energetic and thoughtful architecture practice, creating buildings with a sense of place and purpose.

We're personable, practical, and passionate.

We're a London based practice with a varied portfolio that spans the country. We're dynamic and fast paced, with a positive outlook and collaborative approach to working with our clients, stakeholders and wider design team.

We're committed to fostering an inclusive, supportive working environment. We're an equal opportunities employer and we support and encourage applicants from diverse backgrounds. Our workforce is currently a 50/50 female to male ratio*.

*Statistics taken from staff survey dated July 2024.



WHAT WE DO

We focus on workplace and housing at a range of scales.

Our approach to workplace design has been recognised through industry awards such as BCO, FX and International Property. Much of this work is retrofit and we enjoy understanding the character of a place and building and celebrating this through reuse.

Our residential work spans from one off contemporary houses and infill schemes to new parts of the city and suburbia. No matter the scale, we focus on creating homes and communities that people want to live in.

Our work responds to its context and recognises its contribution to placemaking and the environment. We're dedicated to creating buildings that consider the climate and biodiversity, and focuses on people's wellness to promote an inclusive, healthy and stimulating environment.

PROJECT IMAGES

1. Settle, Harrow Road
2. Furnace Hill & Neepsend Masterplan
3. The Skipper Building



JOB SPECIFICATION

Come join our friendly, multi-disciplinary studio in central London to work on our exciting residential or workplace projects.

We are seeking a candidate who can demonstrate strong design skills and a good drawing ability, both digital and hand drawing. They need to show evidence of experience in early stage residential or workplace projects (RIBA 0-3), and it would be advantageous to have experience of construction knowledge at later project stages (RIBA 3-6). Additionally, our chosen candidate will be adept at problem-solving, collaboration, and effective communication, and will thrive in a dynamic, fast-paced environment.

Job Title: Part II Architectural Assistant

Reports to: Architect/Associate

Role Type: Junior

Closing date: 27/09/2024

Salary: £28k+ pro rata depending on experience

Hours: 40 hours per week. Core hours 10-4.

Option to work from home on Friday

Location: Old Street, N1

Duration: Permanent, on-going

Shortlisted candidates will be invited to an initial interview after the application closing date.

Depending on the outcome, a second-stage interview may be required to further assess suitability for the role.

TO APPLY:

Email your CV and Portfolio to:
recruitment@gpادلondonltd.com.

Please include your name and job title in the subject line.

Please apply even if you don't meet all of our listed requirements, we will be reviewing the application process holistically.

KEY RESPONSIBILITIES

1. Prepare, develop and edit, under the guidance of the project lead or nominated architect, drawings, models, images, and other documents relating to the design such as schedules, issue sheets, etc.
2. Develop representations of design options for further discussion by the design team if required.
3. Contribute, or assist, as required by the project lead or nominated architect, through all work stages of a project, from creative design to delivery.
4. Seek to understand all aspects of the design project in detail.
5. Undertake regular plan checks to ensure high standards of project delivery.
6. Assessing priorities effectively to ensure a good balance of quality and time during project work.
7. Ensure all architectural guidelines and standards are met, using a good knowledge of building regulations, British standards, construction materials/methods and engineering processes.
8. Communicate effectively with team members, clients, suppliers, and other professionals.
9. Research new materials, methods, and construction techniques.
10. To seek to understand how GPAD operates and be familiar with our ethics and principles.

SKILLS & EXPERIENCE: MUST HAVE

1. Strong design skills and fluency in digital and hand drawing.
2. Early stage design-led residential and/or workplace experience (RIBA stages 0-3).
3. Experience using Adobe Creative Suite.
4. Good oral and written communication skills, and comfortable in dialogue with team members, clients, consultants, contractors and collaborators.
5. Clear understanding of a project brief and working to the agreed time frame and budget.
6. Ability to understand design decisions taken by others and work collaboratively within a larger project team.
7. Passionate and enthusiastic, with a willingness to learn.
8. Able to work in a fast-paced, driven environment, with a good use of initiative.

SKILLS & EXPERIENCE: NICE TO HAVE

1. Experience using Vectorworks and Sketchup.
2. Evidence of construction knowledge and later work stage experience (RIBA 3-6).
3. Demonstrate interest in low carbon design and reuse.
4. Comfortable balancing priorities and working on more than one project at a time.

EQUALITY, DIVERSITY AND INCLUSION STATEMENT

GPAD is committed to being an inclusive employer, building an inclusive workplace and recruiting a workforce as diverse as London's. However you identify and whatever background you bring with you, we welcome you to apply for a role at GPAD.

If there are any adjustments that would help support you in your application, please do let us know when you apply. If you are disabled, Evenbreak is able to provide support with your application; for further information, please visit their website here.

<https://hive.evenbreak.co.uk/>

Disabled, deaf and/or neurodivergent people and those from Black, Asian and Ethnically Diverse backgrounds are underrepresented in our workforce, so we particularly encourage applications from people in these groups.

Should you have any questions about this role, please get in contact by emailing recruitment@gpadlondonltd.com.

