

# JOB DESCRIPTION: ARCHITECT

## Company Description

Kirby Architecture is an architecture and design practice with experience spanning two decades, earning it a reputation both locally and nationally for its approach to commercial, residential and community projects. Working alongside leading developers and businesses forming masterplans, workspace, residential, education, and public buildings.

## Role Description

We're looking for a talented and enthusiastic Architect to join our practice. We're seeking candidates with good design skills and understanding, with an ability to use a variety of media in the development and documentation of a design project.

You will have good interpersonal skills and organisational skills with the ability to work well independently and as part of an effective team. Excellent communication skills, the ability to take initiative in response to instruction and meet deadlines efficiently.

## Key Responsibilities:

- Run projects on a daily basis
- Coordinate design/detailed design drawings
- Prepare specifications
- Check sub-contractors' / consultants' drawings.
- Liaise, where appropriate, with members of the external design team and other associated organisations or companies
- Thorough knowledge of/compliance with Kirby Architecture procedures, protocols and standards
- Contribute, or otherwise assist, as required

## Software skills:

- AUTO CAD modelling skills are preferable.
- Adobe Creative Suite: InDesign, Photoshop, Illustrator
- Microsoft Office: Word and Excel

## Other general duties:

- Promoting and representing the practice
- Supporting others where necessary
- Sharing experience and expertise
- Contributing to an enjoyable and stimulating working environment
- Implementing agreed practice procedures as set out in office manuals

You will have the opportunity to work in a team in our offices in the beautiful Suffolk / Norfolk borders countryside. You should be able to legally work in the UK.

## What we offer

At Kirby Architecture we combine hard work with a lively strong team spirit, with year-round CPD events including team days out. Our benefits package includes a 9-day working fortnight, competitive salary depending on experience, 20+ days holiday plus time off between Christmas and New Year. The successful candidate will be expected to be based at our office 9 days per fortnight, 9am - 5.30pm with flexibility to work the 75 fortnightly hours around those hours.

## Applying

Kirby Architecture is committed to being an equal opportunity employer and strives to always ensure equality of opportunity and the fair treatment of its staff, supporting diversity and inclusivity. It is the practice's policy to treat all job applicants and employees equally. Please send your portfolio, CV and covering letter (no more than 10MB) to [careers@kirbyarchitecture.com](mailto:careers@kirbyarchitecture.com) with the subject line 'Architect'.