

Job Description & Person Specification



Job Title	Architect
Reports to	Associate Partner
Locations	Bristol
Contract	Permanent (full-time)
Salary	£39,000 - £44,000 per annum (<i>Dependent on experience</i>)

HTA Design is a practice of creative designers and innovative thinkers dedicated to making great places to live, being a great place to work, and ensuring we are the most sustainable practice we can be.

We work across the UK, and internationally, with over 200 staff based mostly in our five studios in London, Edinburgh, Manchester, Bristol and Nottingham.

We are architects, masterplanners, landscape architects, planning consultants, interior designers, graphic designers, leaders in engagement, and sustainability specialists', all working in collaboration to design great projects for the clients and communities we serve.

Our aim is always to create great places to live and to achieve this we believe we need to create a great place to work. We develop the careers of our people through a planned programme of learning and development, within a nurturing, supportive and inclusive environment.

We ensure we are profitable so that we can share the rewards through remuneration and staff benefits, and have a transparent vision for practice succession, so that all members of the team can plan career progression to share in ownership and management.

HTA is a certified B Corporation, reflecting the practice's long-term commitment to maintaining high standards of social and environmental performance, accountability and transparency.



JOB PURPOSE

As an Architect, you will be responsible for the successful day-to-day delivery of projects that meet or exceed client expectations and the quality aspirations of our Practice. You will manage the input of Architectural Assistants and be supported by Associates and Partners within the team and across the Practice to help you achieve these goals. You will report to a Project Leader, who will retain overall responsibility for the project delivery and strategic relationship with the client.

KEY RESPONSIBILITIES

Project Management

- Deliver specified services in their entirety as directed by the Project Leader.
- Monitor performance against time, cost, and quality objectives, taking proactive action to ensure targets are met.
- Maintain day-to-day client liaison and manage change order procedures to confirm instructions and secure additional fees.

Design Management

- Challenge the brief to solve complex problems and deliver high-quality design solutions.
- Schedule outputs in detail, coordinate information from consultants and internal teams.
- Maintain a rigorous record of design development and stage approvals.

Resource & Leadership

- Lead the project team, ensuring a cohesive working group.
- Communicate project objectives and the design vision clearly.
- Allocate tasks and manage resource requirements in conjunction with the Project Leader.

Information Management

- Ensure all project information is documented, communicated, and stored in accordance with approved procedures.
- Manage the Document Issue process, obtaining necessary sign-offs and ensuring project archives are completed at close-out.



ORGANISATIONAL RESPONSIBILITIES

Where appropriate, all HTA staff are required to:

- Understand, demonstrate and apply our workplace Values: Creativity, Collaboration, Commercial Value, Care for each other and Continuous Improvement.
- Establish good working relationships with both internal and external clients and provide a high-quality service which meets their needs.
- Take ownership of, and contribute to, internal and external communications activity both in their job role and as part of HTA's overall strategic objectives.
- Promote and develop individual and company-wide activities which support and enhance environmental sustainability and health and safety objectives.
- Demonstrate a personal commitment to embracing and promoting a positive approach to the achievement of acceptance, openness, inclusion, and equality of opportunity at work for people from disadvantaged and under-represented groups (i.e. such as those with disabilities, LGBTQIA+ and Black, Asian and Minority Ethnic communities).
- Comply with HTA's Data Protection Policies when handling personal data in the course of employment including personal data relating to any employee, worker, contractor, customer, client, supplier or agent of the company.

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.



PERSON SPECIFICATION

Experience and qualifications:

- ARB Registered Architect with 1–3 years of post-Part 3 experience.
- Proven track record working on medium to large-scale mixed-use urban, residential and masterplanning projects.

Essential skills and knowledge:

- Strong attention to detail, with in-depth knowledge of RIBA Work Stages, UK residential design standards, Building Regulations, and major construction methods.
- Proven experience in the design of buildings considering sustainability, efficiency and focused on delivering high quality solutions.
- Demonstrable experience in how clients, contractors, and technical teams procure and deliver residential schemes.
- Capability to lead low-complexity projects or manage significant work packages for medium-complexity projects.
- Deep understanding of Health & Life Safety (design risk management and fire safety).
- Fully conversant with ARB/RIBA Codes of Conduct, with a commitment to Climate Literacy (RIBA 2030 Climate Challenge) and a passion for creating sustainable places for communities.
- Advanced skills in AutoCAD, Revit, SketchUp, Illustrator, InDesign, Lumion, and Affinity. Familiarity with Microsoft Office (Outlook, Excel, Word) and Microsoft Project.
- Excellent at planning, resource management, issue tracking, and risk assessment. Able to manage project meetings effectively and maintain calm oversight of multiple workstreams.
- A solutions-focused mindset with the ability to work both independently and collaboratively.
- Proactive in responding to shifting project demands and delivering high quality results.
- Proven ability to guide and mentor junior team members, ensuring high-quality design and technical output across the project team.
- Excellent influencing and negotiating skills; able to use compelling arguments to gain the support and commitment of both internal and external stakeholders
- Outstanding interpersonal skills with the ability to build collaborative, formal, and informal networks. Acts as a confident and professional representative of the practice.
- Extensive experience in direct, professional day-to-day client contact and conducting community consultations.
- Confident in presenting design work to diverse audiences and representing HTA in public forums.
- Takes personal accountability for own CPD.