

# Job Description & Person Specification



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<b>Job Title</b>	Architectural Assistant (Part 2)
<b>Reports to</b>	Project Leader
<b>Locations</b>	London, Manchester, Bristol or Edinburgh
<b>Contract</b>	Permanent (full-time)
<b>Salary</b>	£30,000 - £42,000 per annum <i>(Dependent on location and experience)</i>

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**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.



# Architectural Assistant (Part 2)



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## JOB PURPOSE

Working alongside Project Leaders and Architects, the Architectural Assistant will support the design and delivery of projects from concept to completion. You will ensure high standards of design and technical documentation while contributing to a dynamic, collaborative environment. This role is an excellent opportunity for a motivated professional to refine their technical expertise and gain comprehensive experience across the project workstages.

## KEY RESPONSIBILITIES

### Delivery & Design

- Agree outputs with the Project Leader to deliver coordinated information packages using AutoCAD, Revit, SketchUp, Adobe, and Affinity suites.
- Evaluate materials, processes, and techniques to integrate complex design proposals into buildable solutions. Create architectural designs that balance aesthetic vision with rigorous technical requirements.
- Apply a working knowledge of UK Building Regulations, RIBA Work Stages, and project delivery life cycles.
- Conduct investigations to prepare design briefs, addressing structural, construction, and engineering challenges.
- Deliver high-quality work across Design, Technical, and IT performance areas in accordance with HTA's Quality Management procedures.
- Actively demonstrate and apply traditional and digital model-making techniques.

### Collaboration & Communication

- Collaborate effectively with Architects, Planners, Landscape architects, and external consultants to ensure design cohesion.
- Communicate clearly with contractors, sub-contractors, and statutory bodies. Prepare presentation materials and contribute to public consultations, workshops, and stakeholder meetings.
- Follow due diligence and management procedures, proactively escalating risks or issues to the Project Leader.

### Project Support

- Assist in the production of design reports, technical drawings, and planning documents.
- Support the maintenance of project schedules and documentation to ensure objectives are met within time and budget constraints.



## 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:

- RIBA Part 2 (or equivalent overseas postgraduate qualification).
- A Minimum of 1 year of practical experience within a UK architectural practice.
- Some experience working on medium to large-scale housing design would be highly beneficial.
- Experience in either pre or post planning RIBA stages of work.

### Essential skills and knowledge:

- Advanced level IT/software skills (AutoCAD, Revit, SketchUp, Adobe, Affinity) and proficiency in MS Office 365 (Word, Excel, Outlook, Teams). Able to use these specialist tools to generate original design proposals that reflect current architectural issues.
- Solid knowledge of UK design standards, Building Regulations, RIBA work stages, and project delivery life cycles.
- Ability to evaluate materials and construction techniques, integrating these into practicable, buildable design proposals.
- Proven ability to take responsibility for specific elements of low to medium complexity projects.
- Maintains awareness of budget constraints and applies business/industry knowledge to advance HTA's goals.
- Demonstrates professional judgment and the ability to make appropriate decisions in unpredictable circumstances.
- Manages day-to-day workload effectively to meet key deadlines, taking full responsibility for own actions, outcomes, and Health & Safety requirements.
- Strong interpersonal skills with the ability to build and maintain collaborative relationships internally and with external consultants.
- Enthusiastic about the profession and contributes proactively to team decision-making and project outputs.
- Proactively adopts efficient processes and embraces new opportunities or challenges with high energy and a commitment to professional development.
- Communicates clearly with clients and external team members to establish rapport and interpret project needs.
- Uses strong visual and graphic design skills to present complex ideas effectively.
- Produces high-quality reports, technical drawings, and planning documents with excellent attention to detail, accuracy, and strong problem-solving capabilities.