



ARCHITECTURAL TECHNICIAN

JOB DESCRIPTION

Job title	Architectural Technician
Department	Design & Technical
Responsible to	Architectural Manager

POSITION SUMMARY

To assist in the production of working drawings that provides all the relevant information and detail to enable construction.

KEY WORKING RELATIONSHIPS

Group Design Director, Architectural Manager and all members of the Group Design Department

MAIN DUTIES

1. Reviewing working drawings for bespoke house types and/or adapting standard house type working drawing in accordance with agreed planning drawings.
2. Preparing external works and other bespoke site plans to aid tender, construction or planning condition discharge.
3. Liaising with Site and Head Office regarding any queries relating to the planning drawings and working drawing requests.
4. Handling site queries when they arise.
5. Liaising with structural engineers and other third-party consultants relating to working drawing matters.
6. Preparing planning applications and delivering planning permissions in conjunction within the Planning & Land and Design & Technical Team.
7. Feed into site appraisals for the Land Team, providing layouts and planning advise, through consultants and other third parties.
8. Preparing Local Plan representations.
9. Discharging planning conditions and Section 106 Obligations.
10. Providing ad-hoc advice on planning matters within the region as required.
11. Ultimately running specific sites on own account.
12. Liaising externally with Planning Departments, Land Agents and Landowners.
13. Attending meetings that may be necessary in the performance of your duties.
14. Complying with and upholding company policies and procedures.
15. Undertaking any additional tasks as may reasonably be required from time to time.

It is a requirement of Bloor Homes that all staff work in a flexible manner compatible with their job and in line with the objectives of the company. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the business.

