
Architect

Primary Objective of Position

The Architect provides professional input into and support for the planning and concept design of buildings and structures for the department.

Key Outcomes

The Architect will be accountable to Senior Architect for the following outcomes:

- 1) Architectural services provided:
 - # Technical and professional contribution
 - # Planning
 - # Design
 - # Support the construction and maintenance
- 2) Operational delivery
 - # Monitor and schedule day to day resources
 - # Quality control – material sources, testing and clearances,
 - # Quantity control– material and furnishings e.g. monitoring, quantity surveyors
 - # Recording of variation
 - # Preparation of progress reports
 - # Projects/works monitoring and information
 - # Day to day field feedback
 - # Draft Work as Executed plans
- 3) Operational compliance
 - # Statutory compliant - laws and regulations
 - # Health and safety
 - # Environmental
- 4) Stakeholder interactions
 - # Respond to stakeholders
 - # Landowners/property owners/tenants and their representatives
 - # Contractors works representatives
 - # Participate in site meetings and negotiations
- 5) Team working
 - # Cooperative
 - # Efficient and effective
 - # OH&S and environmentally aware
- 6) Demonstrator of the PWD image and value standards

Duties / Responsibilities (Describes key competencies required to achieve performance levels)

Competence

Competence Description

Business

Risk Management	Implement and manage a risk assessment program.
Planning	Develop a detailed work plan to achieve specified objectives.
Systems and Procedures	Undertake defined modifications/reviews to procedures; draft manuals/instructions.
Information Analysis	Investigate topic by sourcing, analysing, investigating and interpreting data.
Documentation	Present information in a report that explores the links between the issues and draws conclusions.

Customer

Quality Focus	Monitor/audit quality standards: provide guidance and direction to staff on quality standards.
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People

Team Orientation	Assemble teams with different talents, interests and background to create synergy.
Problem Solving	Address the wider implications, consequences or causal relationships in a non routine problem

Professional

Technical Strength	Analyse a problem and develop the solution using standard procedures and methods – technical specialist.
Research	Review results from research, reporting and drawing conclusions.

Interactions

External	<ul style="list-style-type: none"> Government Officials General Public Suppliers Landowners Tenants Contractors
Internal	<ul style="list-style-type: none"> Regional and Headquarters Management team All staff

Person Specifications:

Qualifications

Preferred Degree	Architect
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Requirements

Language Proficiency	Excellent command of English
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Professional Associations

Registered Architect - Fiji Architects Registration Act

Regulatory Compliance Requirements

Drivers Licence

Work Knowledge and Experience

Building design experience is essential; ideally construction and maintenance supervision
A competent architect in this role is likely to have had up to 3 years experience since graduation

Personal Attributes :

Attribute Type

Attribute

Behavioural

Accountable
Customer Focused
Detail Oriented
Enthusiastic

Interpersonal

Perceptive
Self Sufficient and Assured
Team Oriented

Thinking

Challenger
Disciplined / Systematic
Initiative

How to apply:

Closing Date: Friday, 6 November, 2009