
Principal Architect

Primary Objective of Position

The Principal Architect ensures that all the architectural planning and design services are delivered efficiently and effectively.

Key Outcomes

The Principal Architect will be accountable for the following outcomes

- 1) Leadership and management of the architectural planning and design services department and its resources
 - # Establish the budget
 - # Manage the resources within the budget
 - # Monitoring of expenditure including variations and adjustments
 - # Management of the Performance measures
 - # Project/program implementation
 - # Establish project plan
 - # Monitoring and management of staff
 - # Staff development
- 2) Architectural technical services provided
 - # Technical expertise available
 - # Architectural procedures and processes developed in accordance with policies
- 3) Informed management.
 - # Program/project achievement
 - # Budgetary reporting
 - # Operational changes
 - # Incidents and events
- 4) Compliant Architectural departmental operations
 - # PWD operational compliance
 - # Statutory compliance - laws and regulations
 - # Health, safety and environment compliance
 - # Design standards compliance e.g standards and conformance
- 5) Continual improvement:
 - # Growth in competence of departmental HR resources
 - # Improvement in compliance (audit)
 - # Increased efficiency and effectiveness (continuous improvement in PMS)
 - # Improved budgetary control and variations
 - # Responsiveness of reporting
 - # Customer satisfaction improvement
 - # Staff satisfaction improving (+ve OHI trend)
- 6) Demonstration of the PWD image and value standards
 - # Cooperative management team –cross functional
 - # Efficient and effective team that is OH&S and environmentally aware

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

Competence

Competence Description

Business

Strategic Development	Translate the strategic direction into action-oriented strategies and plans.
Risk Management	Implement and manage a risk assessment program.
Change Management	Establish the necessary organisational capabilities and systems to facilitate change.
Planning	Develop an operations plan to define specific objectives.
Systems and Procedures	Undertake defined modifications/reviews to procedures; draft manuals/instructions.
Documentation	Present information in a report that explores the links between the issues and draws conclusions.

Customer

Commercial Focus	Analyse the cost aspects of a work area / project and determine its commercial viability.
Quality Focus	Develop quality standards for the organisation.

People

Leadership	Achieve the vision by establishing clear objectives and empowering units to achieve.
Facilitation	Define the work/problem in broad terms empowering teams to establish objectives, shares accountability.

Professional

Technical Strength	Develop the technical solution for a situation using fundamental principles and theory - technical adviser.
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Interactions

External	Government Officials Line Ministries Auditors Suppliers Landowners Provincial Councils' City and Town Councils Associations / Unions Contractors
Internal	Regional and Headquarters Management team All staff

Person Specifications:

Qualifications

Preferred

Degree Architect

Desirable

Higher Degree incl. Post Grad Cert or Dip Technical specialisation - structures/buildings

Requirements

Language Proficiency

Excellent command of English

Professional Associations

Registered Architect - Fiji Architects Registration Act

Regulatory Compliance Requirements

Drivers Licence

Work Knowledge and Experience

Architectural building design and construction experience is essential

A competent Architect is likely to have over 5 years specialised experience

CAD proficient

Personal Attributes :

Attribute Type

Attribute

Behavioural

Accountable
Customer Focused
Detail Oriented

Interpersonal

Self Sufficient and Assured
Team Oriented

Thinking

Challenger
Decisive
Disciplined / Systematic
Initiative

How to apply:

Online applications preferred but if necessary email your application to pwdjobs@pacificrecruit.com

Closing Date: Friday, 6 November, 2009