

### Senior Architect

#### Primary Objective of Position

The Senior Architect provides professional architectural (planning, design, construction and maintenance/rehabilitation) building and other architectural services for the department and provides guidance and training to other staff.

#### Key Outcomes

The Senior Architect reports to the Principal Architect and is responsible for the following outcomes:

- 1) Architectural services provided (planning, design, construction and maintenance works)
  - # Technical expertise applied
  - # Architectural procedures and processes applied
  - # Compliant Architectural operations/services
    - # Operational compliance
    - # Statutory compliance - laws and regulations
    - # Health, safety and environment compliance
  - # Design standards compliance e.g. standards
- 2) Architectural planning and design services coordinated
  - # Coordinate resources within the budget cost
    - # Manage teams, individuals and contractors
  - # Works/project/program planning and implementation
    - # Establish works or project plan
    - # Establish and manage maintenance rolling plan
    - # Monitor the works progress
  - # Staff training/development
- 3) Management reports provided.
  - # Program/project achievement reporting
    - # Technical reporting of existing structures
  - # Operational changes tracked e.g. WaE
  - # Maintenance records maintained
  - # Incidents and events
- 4) Continual improvement:
  - # Growth in competence
  - # Improvement in compliance (audit)
  - # Customer satisfaction improvement
  - # More efficient application of technology
- 5) Demonstration of the PWD image and value standards
  - # Cooperative technical 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

Planning

Develop an operations plan to define specific objectives.

Systems and Procedures

Undertake defined modifications/reviews to procedures; draft manuals/instructions.

Information Analysis

Evaluate options and make decisions / recommendations based on information provided.

Documentation

Present information in a report that explores the links between the issues and draws conclusions.

#### Customer

Relationship Building

Build long-term relationships working as a trusted advisor.

Quality Focus

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

#### 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.

Compliance

Investigate/audit and report on compliance issues.

Research

Review results from research, reporting and drawing conclusions.

### Interactions

External

Government Officials  
General Public  
Suppliers  
Landowners

Internal

Regional and Headquarters  
Management team  
All staff

### Person Specifications:

#### Qualifications

Preferred

Degree

Architecture

## Requirements

### Language Proficiency

Excellent command of English

### Professional Associations

Registered Architect - Fiji Architects Registration Act

### Regulatory Compliance Requirements

Drivers Licence

## Work Knowledge and Experience

Building architectural design experience necessary

A competent architect is likely to have over 3 years experience

## Personal Attributes :

### Attribute Type

### Attribute

Behavioural

Accountable  
Detail Oriented

Interpersonal

Realistic  
Team Oriented

Thinking

Analytical  
Disciplined / Systematic  
Initiative  
Numerate  
Well Organized

## **How to apply:**

Online applications preferred but if necessary email your application to [pwdjobs@pacificrecruit.com](mailto:pwdjobs@pacificrecruit.com)

**Closing Date:** Friday, 6 November, 2009