



# Job Description

## Architectural Technician / Designer

The Architectural Technician / Designer is responsible for assisting with the development of fit for purpose architectural documentation, including concept, resource consent, building consent and construction documentation packages that meet the requirements of the Summerset Design teams and external stakeholders such as territorial authorities.

*This job description provides an overview of the responsibilities and tasks of the role. You may be required to perform job related tasks other than those specified.*



**STRONG ENOUGH TO CARE**



**ONE TEAM**






**STRIVE TO BE THE BEST**



**BRINGING THE BEST OF LIFE**

<b>Business Unit</b>	Development
<b>Department / Team</b>	Design (Delivery and Concepts)
<b>Reporting Line</b>	Project Architect / Architectural Lead / Design Manager
<b>Contribution / Responsibilities</b>	<p>Technical Design &amp; Project Delivery</p> <ul style="list-style-type: none"> <li>Produce the full suite of design documents across Summerset's business needs, ensuring they comply with all resource management, BCA and regulatory requirements along with the approved design vision</li> </ul> <p>Business Functionality</p> <ul style="list-style-type: none"> <li>Work closely with Project Architects, Architectural Leads or Design Managers to develop architectural documentation that is consistent with Summerset's approved vision, style and agreed standardisation of design.</li> <li>Ensure Summerset's village master plan and building designs are fit for purpose, attractive to potential residents and meet resident and other stakeholder requirements</li> <li>Ensure the main buildings, including administration and care facilities, meet all technical requirements and support Summerset village staff with a quality and practical work environment</li> </ul> <p>Collaboration &amp; Teamwork</p> <ul style="list-style-type: none"> <li>Proactively share ideas and input into team projects, working consultatively and collaboratively within the team to add value to the business and support the team's development</li> </ul> <p>Quality Assurance</p> <ul style="list-style-type: none"> <li>Work within the Summerset quality assurance systems and ensure documentation meets these requirements</li> </ul> <p>Continued Knowledge and Innovation</p> <ul style="list-style-type: none"> <li>Maintain knowledge and awareness of new innovations in design technology, particularly in sustainable and environmentally friendly aspects that can be included in design recommendations which supports cost effectiveness, marketability, and improved customer offering</li> </ul>
<b>Health &amp; Safety</b>	Be a proactive contributor to ensuring the health & safety of our people, our customers, our contractors and our residents. This includes conforming to Summerset's safety culture expectations of an environment of zero-harm and compliance with health and safety policies and procedures.
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>Working knowledge of the NZ resource consent, building code and relevant residential standards including NZS 3604</li> <li>Revit experience is preferred</li> <li>Masterspec, Enscape, Adobe Creative Suite and 3D StudioMax experience would be an advantage</li> <li>Licensed Building Practitioner (LBP) certificate to Design 1 or 2 preferred however Summerset will sponsor employees through this certification if required</li> <li>Proficient ability to navigate and learn the use of BIM systems and models</li> <li>Typically <ul style="list-style-type: none"> <li>Level 1 Technician 0-3 years' experience</li> <li>Level 2 Technician 3-6 years' experience</li> </ul> </li> <li>An affinity to understand Summerset Values and the Summerset Way to improve the lives of older people.</li> <li>Proven ability to produce effective construction documentation.</li> </ul>
<b>Relationships</b>	<ul style="list-style-type: none"> <li>Design Managers</li> <li>Design leadership team</li> <li>Development team</li> <li>Commercial team (Construction/Development)</li> <li>Construction site team including Project Managers &amp; Site Managers</li> <li>Consultants</li> </ul>

	<ul style="list-style-type: none"> <li>Regulatory / Compliance Bodies</li> </ul>
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Values		
 <b>STRONG ENOUGH TO CARE</b>  We treat our residents like family. We do what's right. We respect people as individuals.	 <b>ONE TEAM</b>  We look out for each other. We take ownership and follow through. We share and listen to each other's ideas.	 <b>STRIVE TO BE THE BEST</b>  We work hard. We like to win. We're always learning and improving.

Competencies	How you demonstrate this
Action Orientated	Taking on new opportunities and tough challenges with a sense of urgency, high energy and enthusiasm.
Collaborates	Building partnerships and working collaboratively with others to meet shared objectives
Communicates Effectively	Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences
Manages Complexity	Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems.
Cultivates Innovation	Creating new and better ways for the organisation to be successful.
Nimble Learning	Actively learning through experimentation when tackling new problems, using both successes and failures as learning fodder.
Being Resilient	Rebounding from setbacks and adversity when facing difficult situations
Demonstrates Self-Awareness	Using a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses.
Self-Development	Actively seeking new ways to grow and be challenged, using both formal and informal development channels.
Instils Trust	Gaining the confidence and trust of others through honesty, integrity and sincerity