



Job Description

Project Architect / Architectural Lead

The Project Architect / Architectural Lead is responsible for the production and management of the architectural design, coordination and Lead Consultant role on allocated Villages at the completion of Concept design. This includes completing the Preliminary design, Developed design, Detailed design, building consent submissions and approvals, Tender documentation and For Construction documentation.

This will be done while ensuring deadlines set in the Summerset Master Programme and Delivery schedules are met and industry best practice for design processes and Summerset standard design requirements are followed.

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

Business Unit	Development
Department / Team	Design Delivery
Reporting Line	Group Architectural Manager
Contribution / Responsibilities	<p>Architectural Design Documentation</p> <ul style="list-style-type: none"> Responsible for the production and detailed programming of the Architectural documentation on assigned projects Perform Lead consultant role on assigned projects Adhere to and identify continuous improvement opportunities to Summerset processes, including but not limited to; QA, variations, Change Management, SID, Approval Gateways Provide documentation and rendering for approval purposes Support the Design Manager to obtain Summerset approvals at specified gateways (from PD to completion) Ensure Safety in Design is documented and incorporated into Architectural design Work with the Design Manager to control value and change management Manage building consent submission and approval process With guidance from the BIM Manager, Manage the project BIM Execution Plan and BIM processes Manage the REVIT models and ensure they are maintained to the Summerset Standard required Manage model exchange and clash detection and reporting Incorporate Summerset standard design elements and design of bespoke elements into project documentation to meet the client brief Support coordination to ensure buildability aligns with Summerset requirements Early involvement at Concept Phase of design (Master Planning and Concept Design) to ensure a smooth handover process Complete on-site observations, respond to design queries and ensure Summerset design standards are met during construction <p>Regulatory Compliance</p> <ul style="list-style-type: none"> Responsible for ensuring all designs meet or exceed regulatory compliance needs, including; Health & Safety Regulatory requirements, Building Consent applications, NZBC
People Leadership	Manage and develop direct report(s), with full accountability for all aspects of their recruitment, coaching, performance, recognition, and remuneration review within the parameters of company delegations. Foster and develop an inclusive team culture that works effectively with other teams to support Summerset's goals.
Health & Safety	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.
Qualifications and Experience	<ul style="list-style-type: none"> NZRAB Registered or LBP3 qualified minimum (or international equivalent) Relevant tertiary qualification Typically, a minimum of 8+ years of industry experience with a similar business or with a consultancy including; <ul style="list-style-type: none"> Local residential Complex building or apartment high-rise Led and administered projects Run design teams Site observation Value management (Value engineering and Design Coordination) Design and build Strong leadership skills and experience managing people Working knowledge of the NZ Building Code and relevant residential standards including NZS 3604 preferred BIM methodology and process experience preferred

	<ul style="list-style-type: none"> • Revit experience • Specification writing experience • Proven technical ability to produce effective construction and building consent documentation
Relationships	<ul style="list-style-type: none"> • Concept Design team • Construction team • Development team • Marketing team • External consultants • Regulatory / Compliance bodies
Dimensions	<ul style="list-style-type: none"> • 2-5 direct reports

Values		
 STRONG ENOUGH TO CARE We treat our residents like family. We do what's right. We respect people as individuals.	 ONE TEAM We look out for each other. We take ownership and follow through. We share and listen to each other's ideas.	 STRIVE TO BE THE BEST We work hard. We like to win. We're always learning and improving.

Competencies	How you demonstrate this
Ensures Accountability	Holding oneself and others accountable for meeting commitments.
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
Courage	Rising up to address difficult issues, saying what needs to be said
Decision Quality	Making good and timely decisions that keep the organisation moving forward.
Directs Work	Providing direction, delegating and removing obstacles to get work done.
Plans and Aligns	Planning and prioritising work to meet commitments aligned with organisational goals
Being Resilient	Rebounding from setbacks and adversity when facing difficult situations
Builds Effective Teams	Building strong-identity teams that apply their diverse skills and perspectives to achieve common goals.
Instils Trust	Gaining the confidence and trust of others through honesty, integrity and sincerity