

Architect Toronto

Hawkins\
Brown

Job description

Architect

Reporting to:	Associate Director or Principal responsible for the project
Location:	Toronto
Role:	Transit Infrastructure Architect
Level of qualification:	5+ years post OAA qualified (or equivalent)

These are some key tasks, currently defined in no particular order, but they can vary. You will be expected to adjust to such variations within the remit of your position but we see it as a key part of diversifying the ways in which you learn, thereby ensuring that your development is enjoyable, fun, and as enriching as possible.

Key areas of responsibility

General

- Carry out the technical development of the project, lead and manage the design team and its delivery of design information on time and within budget (as appropriate)
- Ability to design and deliver high profile, high quality architectural work
- Stay up to date with the legislative context of the profession within Toronto (including planning, building code regulations, procurement, etc.)
- Lead and contribute to studio culture and business development opportunities
- Actively seek out learning opportunities – internally and externally
- To demonstrate strong communication skills, written, verbal and presentation
- Experience managing project fees, budgets, timetables and resourcing
- Lead design development of key packages and technical tasks

Design

- Demonstrate a high level of knowledge in building technologies, technical standards, regulations, frameworks and planning / permitting applications
- Excellent CAD/BIM (Revit) experience
- Produce coherent and detailed design/proposals within framework of project that exemplify standards of studio and satisfy clients
- Work with a strong knowledge of design and architecture
- Participate and actively contribute to discussions on design/technical reviews while offering input and advice
- Demonstrate confidence in contract set-up, arrangement and day to day administration responsibilities
- In-depth understanding of key environmental issues and reflect this in design/technical work
- Good working knowledge of contract specification and administration

Project management

- Prepare and maintain project drawings in compliance with QA and Safety Management Systems
- Lead key internal and external meetings
- Aid career development of younger team members and identify opportunities for mentoring and training needs
- Confidently and effectively communicate to all stakeholders
- Ensure the adequate integration of technical information and statutory requirements into design and production drawings
- Prepare drawings for planning / permitting, tender or construction purposes
- Prepare reports and documentation
- Administer project related information in line with standards and procedures of the practice
- Co-ordinate and liaise with internal and external parties
- Keep project Associate Director / Principal regularly updated on progress of work and/or anticipated problems
- Actively seek out personal learning opportunities in order to broaden range of expertise – internally and externally
- Contribute to working group conversations on studio improvements e.g. IT, system administration, technical developments

Technical skills required

- Metrolinx technical standards knowledge (preferred, not essential)
- Preferred experience in progressive design & build contracts or similar collaborative building contracts
- Understanding of CAD/BIM and implications on overall project management
- Technical ability to specify and select suitable products (National Master Specification)
- Ability to produce coherent and well resolved architectural designs
- Sound knowledge of building technologies, regulations and planning / permitting applications and approvals
- Knowledge of technical standards, regulatory frameworks and health & safety requirements

Business development skills required

- Actively contribute to bids, tenders and competitions
- Contribute to marketing initiatives
- Work to promote H\B and develop client contacts through networking

Personal skills required

- Strong team player, and ability to coordinate across international timezones
- Good methodical and analytical skills
- Ability to plan, manage and prioritise workload
- Ability to act with integrity at all times
- Ability to embrace diversity
- Excellent time management skills and ability to multitask
- Good track record in designing award winning projects across a number of sectors
- Excellent communication and presentation skill. including an ability to resolve disputes in a professional manner
- Flexibility to work across multiple work sites, including site offices when required

Benefits

- 25 days annual leave, increasing up to 28 days with long service
- Duvet Day
- Health and AD&D Insurance through SunLife
- Hybrid working
- Flexitime
- Discretionary Profit Share Scheme

Equality, Diversity & Inclusion

Hawkins\Brown is an equal opportunities employer. We know that diverse teams are strong teams, and welcome people of all identities, backgrounds, and experiences to apply. We want you to step into a role you love and offer you a workplace you're proud to represent. We are committed to a fair and accessible recruitment process for all candidates. We would be happy to make any reasonable adjustments during the application or interview process, please just let us know.

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