SENIOR ARCHITECT

Permanent Full-Time

Job ID: P4-ARCHGEN-2080-001
Function: Architecture & Design
Sub-Function: Architecture
Location: Toronto
Reports to: Mikael Sydor, Associate
Salary: Grade 8 - $81,967 - $117,827
Date: November 6, 2026
Managerial Position: No

ERA is seeking a Senior Architect with 8-12 years of experience who is highly skilled in design and delivery as Prime Consultant.

JOB SUMMARY

The primary purpose of the Senior Architect position is to lead the design and delivery of ERA's prime architectural projects. This role exists to ensure that architectural documents are high-quality and appropriately detailed for the purposes of phased design, effective consultant coordination, compliance with the building code and permitting requirements, tendering and construction. This role also requires the development of project solutions that are aligned with ERA's core values while meeting Client objectives. This role interfaces with clients and requires a high degree of sensitive communication.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Design and Technical Leadership

- Evaluates existing sites and buildings with a high degree of technical accuracy, records findings in reports/drawings, and translates findings into project strategies.
- Independently manages the production of detailed drawings, specifications, and other technical documentation for each Phase of the Project
- Manages consultant communication and coordination for assigned project components, providing clear technical direction and resolving issues in collaboration with Project Leads.
- Applies advanced technical assembly knowledge and detailing expertise as well as relevant standards, codes, and best practices to project work, ensuring technical accuracy and regulatory compliance.
- Ensures documentation is clear, consistent, and aligned with regulatory requirements and ERA's internal quality standards.
- Effectively executes and/or delegates production, communication, coordination, and Contract Administration tasks with independence and provide technical guidance to supporting staff when required.
- Conducts on-site reviews in accordance with ERA's Health & Safety Handbook and Ontario Health & Safety Association requirements, identifying issues and advising Project Leads on appropriate actions.
- Maintains strong working knowledge of Canadian Handbook of Practice (CHOP) guidelines to inform work during Contract Administration and technical decision making.

Project Management

- Manages the delivery of ERA's project deliverables during the Design Phases as established in ERA's Service Contract, taking independent responsibility for complex technical components and coordinating closely with Project Leads.
- Provides Tendering and Contract Administration services by preparing and reviewing documentation, coordinating with consultants and contractors, and advising Project Leads on technical issues that arise.
- Develops and implements project delivery, staffing, and resource workplans that are aligned to fees.

- Prepares advanced draft deliverables for review by Project Lead in a timely manner, ensuring they are complete, coordinated, technically accurate, and aligned with ERA's standards prior to submitting them.
- Manages Cost Planning, Cost Control, and Value Engineering Process, where applicable by providing technical input and reviewing consultant information.
- Ensures personal compliance with project-specific PPE and safety training requirements and helps communicate these expectations to support staff prior to site visits.
- Identifies and promptly escalates unexpected project issues or site discoveries to Senior staff or Principal, providing with clarity the relevant technical context and recommended next steps.
- Participates in staffing meetings to support effective deployment of shared staff and resources across projects.
- Provides input on the performance of staff supporting project tasks and contributes to Performance Management discussions when appropriate.
- Tracks fee progress across Project Phases, providing accurate updates to support monthly billing recommendations.
- Monitors tasks for potential scope changes and flags additional service considerations to Senior staff or Principal, providing clear documentation and rationale.

Communication and Engagement

- Communicates project concepts and technical strategies to clients, project teams, Authorities Having Jurisdiction (AHJs), and stakeholders with clarity and confidence.
- Helps establish clear communication lines internally and externally at project start up, maintaining consistent, accurate communication throughout the project, including any updates and modifications.
- Organizes project meetings when required, and prepares necessary meeting materials such as agendas, coordination packages, technical summaries, and presentation decks.
- Contributes to the preparation and technical review of content for public meetings and participates in presentations, providing technical expertise to support Project Lead and/or Principal.
- Liaises with AHJs on behalf of the Client by preparing submission materials and responding to technical inquiries to satisfy conditions of approval.
- Adapts communication approaches based on ERA's project role (Prime Consultant vs. Subconsultant), ensuring alignment with Project Leadership and Client expectations.
- Identifies and promptly escalates sensitive communication issues to Project Lead and/or Principal and/or Associate, providing clear context and supporting resolution.

Business Development

- Contributes to the development of fee proposals by identifying the services, deliverables, and technical considerations required for projects.
- Supports Senior staff and the Business Development Team in preparing materials for RFQ and RFP submissions, including technical narratives, project sheets, and team descriptions.
- Participates in networking, sector events, and public-facing initiatives to enhance ERA's visibility and strengthen professional relationships.
- Prepares project copy and technical documentation for Business Development use and external publication.

Knowledge Management

- Maintains strong familiarity with evolving regulatory frameworks, including building codes, green standards, accessible design standards, and heritage policies across jurisdictions (where applicable), and applies this knowledge to guide technical decision making.
- Maintains knowledge of evolving practices within relevant disciplines, integrating advanced insights into project work.
- Contributes to ERA's internal knowledge base by sharing lessons learned, technical precedents/insights, and specialized expertise.
- Participates in internal reviews of project outcomes and supports continuous improvement by identifying technical opportunities, risks, and refinements to design and delivery processes.
- Actively mentors and trains entry-level and Intermediate staff by providing technical guidance, reviewing work, and modelling best practices in documentation and problem-solving.

- Maintains strong familiarity with internal project delivery standards (e.g., templates, drawing conventions, graphic style guide) and stays up to date with industry best practices to support ERA's organizational learning.
- Demonstrates a solid understanding of key differences between Construction Delivery methods and provides informed recommendations to Clients and/or Project Lead.

QUALIFICATIONS

- A Master's (or equivalent) degree in Architecture, Conservation Architecture, or a closely related field is required.
- Professional licensure in architecture for the province of Ontario.
- 8-12 years of professional experience in architectural design and project delivery, including experience with municipal approvals, preparation of technical deliverables, and consultant coordination across all project phases.
- Demonstrated experience acting as Project Architect for large projects.

SKILLS REQUIRED FOR ROLE

- Expert detailed engineering and consultant coordination skills with the demonstrated ability to collaborate with multidisciplinary teams, clients, and stakeholders, contributing technical expertise and supporting project alignment.
- Ability to provide internal QA/QC on drawing sets and specifications
- Capability to develop construction document sets, including details, and direct staff in high quality execution.
- Able to execute independently, lead a team, and use judgement on when to seek direction and escalate.
- Advanced proficiency in design software such as AutoCAD, Revit, SketchUp, and Rhino, with the ability to apply these tools to complex technical and design challenges.
- Strong proficiency with Adobe Creative Suite, MS Office Suite, and Bluebeam Revu, including advanced markup, coordination, and document review workflows.
- Highly developed research skills, including archival, policy, technical, and precedent research, with the ability to translate findings into actionable project insights.
- Strong analytical skills with the ability to synthesize research, site observations, and technical data into coherent project strategies and deliverables.
- Excellent oral and written communication skills, with the ability to tailor content for diverse audiences, including clients, consultants, AHJs, and the public.
- Strong attention to detail and a commitment to high quality, technically accurate, and consistent documentation.
- Deep understanding of standard architectural practices and workflows, including strong familiarity with the Canadian Handbook of Practice (CHOP).
- Demonstrate proactive problem-solving, including the ability to identify issues early and propose technically sound solutions.
- Ability to manage sensitive information with professionalism, discretion, and sound judgment.
- Strong conflict resolution skills and the ability to navigate team dynamics, consultant interactions, and Client concerns with maturity and professionalism.

Working Conditions

This role is primarily office-based, with occasional travel for client meetings, site visits, and project-related activities, which may involve physical activity, exposure to outdoor weather conditions and other conditions that may require wearing appropriate PPE and specialized training. The position requires managing multiple priorities and deadlines in a dynamic, fast-paced environment. Periodic evening work and travel may be required to support project and client needs. Expectations for work outside the office (i.e., full-day excursions beyond typical site visits or business conducted from an ERA office) range from 1 to 10 days per year. Overnight travel is limited with expectations ranging between 1 and 5 days per year with expectations ranging between 1 and 5 days per year.

ERA does not discriminate against applicants or employees because of their race, creed, colour, age, religion, gender, disability, sexual orientation, marital status, military status, national origin or ancestry. ERA is committed to fostering an inclusive and equitable workplace where all employees and partners feel valued, respected and supported. ERA is committed to working with and providing reasonable accommodation to applicants with disabilities.

Recruitment Process

To apply please email your resume, portfolio sample and cover letter to IreneV@eraarch.ca. Deadline to apply to the position is ***November 22, 2026.***

We thank all applicants for their interest; however, only those selected for an interview will be contacted. No agency referrals will be considered.