Job Description

Job Title:	Architectural Technician
Company:	OSG Architecture Limited
Location:	Faversham, Kent
Line Manager/s:	Reports to Senior Team Leader & Directors
Hours of Work:	8:30am to 5.30pm Mon to Thurs (with a 60 min lunch break) 8:30am to 2:00pm Fri (no lunch break), although extra hours may be requested of if a project demands it.
Banding:	Band 3: Independent Professionals – Independent professional delivering substantial parts of projects

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Job Overview:

Working collaboratively with the lead architect from conception to technical design

To include development and detailing, construction technology, sustainability and creating inclusive environments.

Working on projects across all RIBA stages.

Progression Path: Skills, Knowledge, Experience and Behaviours Band 3

Your progression at OSG will be based on developing your skills, knowledge, experience and behaviours which for your role and band are as follows:

Skills

- Prepares detailed planning application packages and manages application process
- Produces detailed, buildable technical information
- Coordinates multidisciplinary information and checks third party information
- Problem-solving and decision-making
- Good written and verbal client and consultant communication
- Programme awareness and task planning
- Presentation and report writing
- Ability to review junior staff work

Knowledge

- Strong knowledge of Building Regulations and compliance pathways
- Strong knowledge of Planning frameworks
- Good understanding of construction technology and detailing
- Awareness of statutory approvals processes
- Understanding of risk and liability in design decisions
- Familiarity with project cost implications

- Health & safety awareness and compliance

Experience

- Responsibility for significant project stages or smaller projects
- Direct liaison with clients and consultants
- Participation in tender processes
- Exposure to site queries and construction issues
- Evidence of delivering work with minimal supervision

Behaviours

- Ownership of tasks and outcomes
- Professional judgement in decision-making
- Collaborative approach to team working
- Proactive problem identification and resolution
- Reliable under pressure
- Maintains quality without excessive oversight
- Mentors and guides development of more junior team members
- Positive, team-oriented attitude

You will work through the development stages below against the areas above towards the next band.

KPI Area	Developing	Proficient	Leading
Skills	Developing ability to manage complex tasks	Delivers coordinated project elements independently	Handles complex technical issues confidently
Knowledge	Growing understanding of regulations and construction	Applies knowledge effectively to projects	Demonstrates deep technical understanding
Experience	Participates in major project components	Leads significant project elements	Manages complex components with minimal oversight
Behaviours	Building confidence in decision-making	Demonstrates ownership and reliability	Proactive problem-solving; emerging leadership

Once you are consistently leading in all areas, you will start working towards the SKEBs for the next Band – 'Project Leaders'.