

Roles and Responsibilities / Availability Guide

The following is a list of roles and responsibilities typically undertaken by a project architect / manager who is recognised as having leadership qualities. When working five days per week these roles and responsibilities are usually handled by one individual. For those who elect to work flexibly, we suggest that these roles and responsibilities are discussed with their director to ensure that the work is delegated to a director and a 2IC (second in-charge).

The intention is to ensure that the projects are adequately resourced and managed while enabling a promising staff member to maintain a leadership role while working flexibly



Project leadership
Leads medium- to large-scale projects from inception through to final delivery



Architectural design
Manages and supervises the preparation of architectural designs, documentation first round – leader and reports



Communication
Main point of contact with client and consultants for meetings, presentations, workshops and email communication



Financial budgets
Manages the project financial budget, manages and supervises the preparation of invoices, variation claims



Project management
Reviews project progress and compliance with the services brief and scope variations



Progress report
Prepares progress reports and then review



Project team
Manages the project team (including consultants)



Project deadlines
Manages project program, staff allocation hours, timelines and deadlines



Staff management
Manages the work of lead designer, lead interior designer, senior designer, revit lead and designers



Delivery
Manages and supervises input and delivery of design reports, documentation and presentation materials



Relationships
Expands and builds relationships with consultants, authorities, contractors and collaborators



AEO
Prepares, manages and supervises the preparation of Project Quality Plans or manages a designated AEO Document Controller

5 Days / week
Project architect / Project leader



4 Days / week
Project architect / Project leader



3 Days / week
Project architect / Project leader



Tracey
Tracey is a project architect looking to transition to a long-term flexible working arrangement in order to continue parenting her newborn child.

Project director

Project 2IC

Project director

Project 2IC

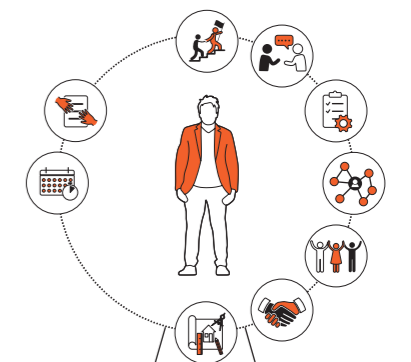
5 Days / week
Project architect / Project leader



4 Days / week
Project architect / Project leader



3 Days / week
Project architect / Project leader



Khalid
Khalid is a project architect looking to transition to a short-term flexible working arrangement in order to begin tutoring studios.

Project director

Project 2IC

Project director

Project 2IC