Role Profile

Role Title: Architect / Architectural Designer

Business Area: Development & Asset Management
Department/Team: Asset Management
Reports to: Senior Design & Technical Manager
Direct Reports and span of control: No direct reports.
Dimensions (budget holder, level of contract/systems etc responsibility): Responsible for the professional development, coordination and technical quality of allocated architectural design packages across major asset investment, refurbishment, remediation and fire safety projects. Exercises professional judgement on design solutions, reviews architectural work commissioned from external consultants and advises on design risks, statutory requirements and procurement readiness. No direct reports or delegated project budget ownership.
Created/Reviewed date: October 2026

Role Purpose

The Architect / Architectural Designer provides Aster with an in-house architectural professional capable of taking ownership of architectural design workstreams across major asset investment, refurbishment, remediation, fire safety and other complex projects. The role interprets client briefs, develops and evaluates design options, prepares and reviews architectural drawings, specifications and technical information, and makes reasoned recommendations on design quality, buildability, statutory requirements, cost and whole-life performance.

Reporting to the Senior Design & Technical Manager, the post holder takes responsibility for the coordination, completeness and technical quality of allocated architectural design packages, exercising independent professional judgement within their competence and escalating matters requiring specialist input or formal approval. The role coordinates with multidisciplinary designers and provides informed review and challenge of external architectural consultants rather than acting solely as a drawing-production resource.

The role provides architectural advice and continuity from feasibility and design development through planning, technical assurance, procurement, construction changes and handover. It supports Project Delivery and, where appropriate, Planned Delivery, while working within Aster's design governance, competent appointment and statutory dutyholder arrangements.

Key Accountabilities

- Take ownership of allocated architectural design packages, establishing design requirements, deliverables and quality expectations and developing briefs, feasibility studies, options, layouts, drawings, specifications and technical information.
- Assess alternative design solutions and make evidence-based professional recommendations that balance design quality, resident outcomes, statutory requirements, buildability, cost, programme, maintenance and whole-life performance.
- Lead the architectural development of allocated schemes through relevant RIBA stages, identifying design decisions, dependencies, approvals and information needed to achieve coordinated, procurement-ready technical packages.

- Prepare, review and maintain accurate architectural drawings, schedules, specifications and design information using appropriate digital design and document management systems.
- Coordinate and resolve architectural interfaces with structural, M&E, fire engineering, building safety, cost and other design disciplines, escalating specialist decisions outside the post holder's competence.
- Support the Senior Design & Technical Manager in managing design programmes, information requirements and design deliverables, escalating risks, gaps, delays or conflicts that may affect project outcomes.
- Assess architectural designs against relevant Building Regulations, planning requirements, accessibility standards, organisational requirements and approved project briefs; identify non-compliance and secure appropriate resolution or specialist advice.
- Embed fire safety, building safety, accessibility, sustainability, maintainability and customer considerations into architectural design development, working with the relevant specialist leads where required.
- Support planning and other statutory approval processes, preparing or coordinating the architectural information required for submissions and responding to design-related queries.
- Provide professional architectural input to design reviews, technical assurance, buildability reviews, value engineering and project gateways; document recommendations, residual risks and the rationale for material design decisions.
- Work with the Commercial / Cost Manager and wider project team to ensure design development remains aligned with approved budgets and that cost implications of design decisions are understood.
- Support the preparation of tender and procurement information, ensuring architectural packages are sufficiently coordinated, complete and clear for the intended procurement route.
- Review and challenge architectural proposals, drawings and specifications produced by external consultants against the brief, technical standards, coordination requirements and quality expectations; track omissions and corrective actions.
- Act as a key architectural point of contact for allocated projects, explaining design decisions and recommendations to project teams, contractors, commissioning colleagues and other stakeholders.
- Provide architectural technical advice during construction, assessing proposed design changes and their implications for design intent, compliance, coordination, cost and maintainability, with formal approvals secured through agreed governance.
- Support the production and review of as-built, handover and asset information, helping ensure that relevant design information is complete, accurate and suitable for ongoing asset management.
- Engage appropriately with customers and operational colleagues during design development so that practical user, access, maintenance and operational requirements inform project solutions.
- Promote consistent architectural standards, templates, specifications and good practice across the Design & Technical Team, capturing lessons learned and applying them to future projects.
- Maintain professional competence and current knowledge of relevant legislation, technical standards, design guidance, construction methods and emerging good practice.

Experience and Qualifications

- Degree or equivalent relevant qualification in architecture, architectural technology or a closely related built-environment discipline, supported by substantial practical architectural design experience appropriate to the responsibilities of the role.
- Where appointed and described as an Architect, current registration with the Architects Registration Board (ARB) is required. For an Architectural Designer / Technologist appointment, an appropriate qualification and demonstrable technical competence are required; CIAT membership is desirable. The title and professional duties must reflect the successful candidate's registration and competence.
- Substantial experience taking responsibility for architectural design packages on construction, refurbishment, remediation or major investment projects, including technical design coordination, design review and delivery of procurement/construction information.
- Ability to exercise sound professional judgement on architectural design, detailing, specification and coordination, and to provide reasoned technical recommendations and challenge to multidisciplinary project teams.
- Working knowledge of the RIBA Plan of Work or equivalent design and project gateways, including the information required to progress projects towards procurement and construction.
- Good understanding of Building Regulations, planning requirements, accessibility, fire and building safety requirements and other legislation relevant to architectural design.
- Experience coordinating and reviewing work by external architectural consultants and resolving interfaces with structural, M&E, fire, cost and other professional disciplines.
- Experience of preparing and reviewing drawings, specifications, schedules and tender or construction information to an appropriate professional standard.
- Experience of refurbishment, existing buildings, occupied residential environments and/or social housing is desirable.
- Ability to assess design options critically and consider buildability, value for money, programme, maintenance, customer impact and whole-life performance.
- Competent user of relevant architectural design and drawing software, with experience of CAD and/or BIM-based workflows and electronic document management.
- Strong written and verbal communication skills, with the ability to explain design and technical matters clearly to professional and non-technical stakeholders.
- Ability to manage competing priorities and design deliverables across multiple concurrent projects while maintaining quality and attention to detail.
- Confidence to take ownership of architectural workstreams, prioritise multiple project demands, communicate technical decisions and constructively challenge consultants and contractors while recognising the limits of personal competence.

General

- Promote and maintain an active approach to health and safety, in respect of yourself, colleagues and customers.
- Ensure that the Aster Group Equality & Diversity Policy is fully implemented at all times.
- Comply with the requirements of the Aster Group Data Protection, Privacy & Confidentiality Policy, the IT Security & Usage Policy and supporting Data Protection Framework insofar as they relate to the duties of the role.

- This role profile is intended as a guide and is not an exhaustive list of the duties and responsibilities of this role. Such duties may vary from time to time without changing the general character of the role or the level of responsibility entailed.
- Embrace the responsible use of Artificial Intelligence (AI) and emerging technologies, using approved tools to improve efficiency, innovation and service outcomes in line with Aster's policies and guidance.