

Job Title : Architectural Technologist / Part II Architectural Assistant

Role Purpose

Working under the guidance of a Director or Senior staff, the Architectural Technologist / Part II Architectural Assistant will play a key role in the delivery of **commercial and residential projects**. The position is focused on providing strong technical support, ensuring compliance with statutory requirements, and contributing to the smooth progression of projects from initial feasibility through to completion.

Duties and Responsibilities

1. Providing technical support to senior staff and directors.
2. Undertaking measured surveys, site visits, and project meetings, and preparing production information, specifications, and supervision of schemes of a largely technical nature, including works of alteration, extension, fit-out, refurbishment, and new build.
3. Preparing and coordinating information for planning and building regulation submissions for both commercial and residential projects.
4. Providing, direct to a Director, the technical management of larger or more complex schemes.
5. Specializing in technical matters relevant to design, such as building legislation, fire prevention, health and safety, sustainable construction, and complex building systems.
6. Investigating and reporting on building problems of a technical nature, including analysis, diagnosis, and recommendations.
7. Contributing to design development where required, ensuring technical feasibility and compliance.
8. Implementing the Quality Management System in respect of project work under their control and for aspects of general management for which they may be responsible in part or whole.
9. Arranging CPD events for the office and contributing to their own professional development.
10. Other duties within the general scope of the post and appropriate to the position may be required from time to time; changes of duties will be discussed with the individual.

Qualifications & Skills

- **MCIAT (or ACIAT) or RIBA Part II** qualification.
- Minimum of 3 years' professional experience in UK
- Good knowledge of UK Building Regulations, Planning constraints, and design guidance across both commercial and residential sectors.
- Strong technical knowledge of construction methods and materials.
- Experience producing detailed drawings and specifications.

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- Knowledge and experience of working on High Risk Building (HRB) applications under the Building Safety Regulator (BSR) would be advantageous.
- Proficient in AutoCAD.
- Proficient in SketchUp and/or Photoshop.
- Knowledge of Revit (advantageous).
- Proficient in Microsoft Office packages.
- Strong communication and teamwork skills, with the ability to liaise effectively with clients, consultants, and contractors.

Salary and benefits package

- Salary: competitive
- 21 days annual leave per year, in addition to statutory bank holidays.
- Company mobile phone
- Company pension
- Private healthcare provided after one year of service
- Eligibility to use company pool cars

To apply for this role please send your CV to mbh@mbhltd.com

Closing date is 26th September 2025.



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