

Terms of Reference

Position:	Architect
Duration of Engagement:	12 months min.
Type of Engagement:	Permanent – Full Time
Job Level:	2(b)
Reports to:	Design Manager
Location:	Townsville, Queensland, Australia, with project related travel to Papua New Guinea

Background

Planpac Group ("Planpac") is a multi-skilled consulting firm registered for operations within Australia and Papua New Guinea. The company has vast expertise in civic design, urban planning and project management within the construction industry. Operating within Australia and internationally, the project design and construction team are dedicated to bringing their 35 years of experience and knowledge to deliver innovative design briefs, interpret design concepts, and project manage construction projects from inception through to completion. Planpac have also successfully delivered on a wide range of projects public health, commercial development and international aid sectors.

Planpac's head office operates from Townsville, Queensland Australia supported by strategically located offices within Papua New Guinea, with branch offices located in Port Moresby, the nation's capital, Kokopo – East New Britain Province, Arawa – Bougainville Island and Tari – Hela Province in the Highlands.

Our international design resources are strengthened by an affiliation with General Metal Structures ("GMS") in Shanghai, China which demonstrates the company's ability to work collaboratively and dynamically to deliver excellence within the professional consulting and construction industry.

Planpac is committed to the continual expansion of the company's strengths across all sectors of infrastructure development with a strong focus on the international aid market within the South Pacific.

Position Objective

The Architect is required to provide innovative designing, developing, analysing and testing of quality architectural and cost effective solutions for our clients. These works are to be applied in a wide range of sectors specifically including commercial, industrial, health, education and all residential buildings (high, medium & low density) design in direct response to our client requirements.

The Architect will be involved in project construction phase from its inception to its completion to be involved in overseeing the project and assist the construction team in bringing it to fruition.

Activities

1. Take instruction from and discuss directly with the client to understand their construction needs
2. Create innovative design concepts, coordinate, prepare architectural and working drawings showing plans, elevations, sections, materials, finishes and other aspects such as layouts, plumbing, drainage, carparking and landscaping.
3. Prepare preliminary sketches and detailed instructions as part of the design team.
4. Use computers (CAD) or manually produce all designs, detailed drawings and documentation.
5. Assist with the calculation of the quantity and quality of materials needed, material for project designs.
6. Interpret client briefs and prepare and develop sketch plans for client approval.
7. Prepare building specifications for building plans to suit individual clients.
8. Liaise with local government organisations regarding approval process requirements.
9. Examine relevant codes and by-laws in the course of undertaking project documentation to ensure full technical and legal compliance with relevant Australian & International Standards..
10. Collaborate on projects with the company's associated international architectural company (Planpac Group PNG Limited) and its team as required.
11. Develop and maintain a detailed project plan to track, monitor and report on progress.
12. Review/ approve construction methodology, shop drawings, material/finishes selection and provide technical advice during project construction phase.
13. Use appropriate verification techniques to manage changes in project scope, schedule and costs plus ensuring these outcomes are reported on as well as undertake solution based outcomes.
14. Understand and utilize project performance reports made available by the company systems, tools and industry standard techniques.
15. Report and escalate to company management as needed.
16. Perform risk management to minimize project risks.
17. Establish, maintain and co-ordinate design work with third parties' consultants and suppliers.
18. Create and maintain comprehensive project documentation using company systems/software and industry standard techniques.
19. Ensure the company's IBMS (Integrated Business Management System) policies and procedures are followed to meet the company's Quality, Environmental, Health and Safety Standards while also assisting other colleagues with compliance where possible.

Selection Criteria:

Essential

1. Personal Requirements

Demonstrated advanced technical drawing and presentation skills with excellent computer skills while being able to visualise ideas in three-dimensional form. Enjoy technical drawing

and working with computers while having strong interest in building technology accuracy, neatness and patience in drawing work.

Other positive traits of being a logical thinker with some artistic talent in freehand drawing, demonstrating how you can work, liaise and negotiate with other people while maintaining good time management skills and the ability to meet strict deadlines.

2. Communication

High-level interpersonal skills, including verbal and written communication, and an excellent ability to develop and maintain results-focused client, consultant and stakeholder relationships. Excellent communication skills.

3. Team work

Demonstrated ability to work effectively with others and contribute to sustainable outcomes including advocacy and the capacity to negotiate effective solutions. Solid organizational skills including attention to detail and multi-tasking skills.

4. Cultural sensitivity

Demonstrated ability to work sensitively in a complex cross cultural operating environment.

5. Change Management

Demonstrated experience in change management during the design phase and continuing through to the construction implementation phase and project close out.

6. Technical skills

Extensive relevant solid technical background in architectural design, with understanding or hands-on experience of Australian and International projects within the building and construction industry. Excellent knowledge and operation of Archicad CAD 3D Software.

7. Qualifications

Tertiary qualifications relevant to the technical content of this position are required.

Registration as an Architect within QLD or other states in Australia is desirable although not a mandatory requirement.

Other Information:

Amendments to the position's Terms of Reference may be made during the period of the engagement as required.

All personnel must abide by Planpac's Code of Conduct and Policies including but not limited to Child Protection, Environmental, Gender Equality, and Disability.

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