

JOB DESCRIPTION

Job Title: Graduate Specification Consultant (Architecture)/Architectural Technologist

Business Line: Design – Specification Consulting

Locations: Manchester (requirements/locations subject to change)

Salary: Competitive

Opening & Closing Date: Applicants are encouraged to apply as early as possible since CVs will be reviewed, and candidates selected on a rolling recruitment basis for either immediate or advanced offer starts.

JOB SUMMARY

Our Specification Consulting team is buoyant and growing with several large and varied projects recently won. As well as AECOM projects we also work with the top Architects in the UK. The Practice is therefore recruiting an ambitious Graduate to join its busy office in Manchester.

Examples of projects AECOM Specification Consulting team are involved in include:

- **Large Infrastructure Project** – a confidential, multi-billion-dollar middle east project which includes transportation and building structures.
- **Oriel, Specialist Eye Hospital** - A new integrated hospital in London where AECOM are providing multi-discipline design services.
- **Private Developer** - AECOM are providing output specifications for a series of large BTR residential schemes.
- **Decarbonisation Programmes** – Providing contract documentation procuring contractors for Local Authority decarbonisation schemes.
- **Government Department** – Preparing standards/ design guide documentation.

JOB RESPONSIBILITIES

As a Graduate Specification Consultant, you will work with senior members of our teams on a wide range of projects at all stages of the design and construction process. From day one, you will be involved in important and challenging projects. Every day will be different, and you will be required to use your skills and knowledge to solve problems and provide key input into our projects.

Role Summary:

Following an initial training period assist colleagues with the production of robust Architectural Specification documentation for both internal (AECOM) and external Clients which accurately reflect the project and

contractual requirements using the AECOM specification database and NBS Chorus.

Key Responsibilities:

Assistance with the preparation Architectural Specifications that reflect detailed project requirements.

- Following training period and under supervision be able to advise Clients on Design Responsibility issues and how the form of Contract and procurement route affects the Specification format/ deliverables.
- Develop and keep up to date with technical standards, products and innovation as they relate to our Consultancy business.
- Attend internal and external meetings to obtain project briefing information and provide consultancy service as necessary to prepare project specific documentation.
- Familiarize oneself with the Clients brief and scope of our service such that deliverables are aligned with agreed project scope.
- Maintain a working knowledge of project finances and raise potential financial issues with Line Manager/ Team Lead.
- Carry out projects in line with AECOM QA/ QC and Health and Safety requirements.
- Work collaboratively with colleagues on multiple projects under direction of Team Leader.

AECOM is built to deliver a better world. We design, build, finance and operate infrastructure assets for governments, businesses, and organizations in more than 150 countries. As a fully integrated firm, we connect knowledge and experience across our global network of experts to help clients solve their most complex challenges. From high-performance buildings and infrastructure, to resilient communities and environments, to stable and secure nations, our work is transformative, differentiated, and vital. A *Fortune 500* firm, see how we deliver what others can only imagine at aecom.com and @AECOM.

REQUIREMENTS

- MA, M.Arch or BSc Honors in Architectural Technology or equivalent architectural qualification
- Excellent written and verbal communication skills (English Language).
- Demonstrate proficiency and professionalism in the responsibilities of the role.
- Understanding of building construction techniques.
- Proficient in the use of Microsoft Word, Excel, Outlook and database applications; REVIT and NBS Chorus experience is desirable.
- Ability to understand and work to and agreed scope and project budget.
- Flexible attitude to new ways and methods of working.
- Knowledge and understanding of UK Construction procurement methodologies and how these relate to Specification Documentation.
- Ambitious and enthusiastic.
- Good understanding of BIM and new digital ways of working.
- Ability to express ideas effectively, both orally and in writing.
- Ability to build good relationships at all levels.
- Punctual and reliable.
- Ability to take the initiative in response to direction/ instructions and demonstrate a pro-active approach to daily tasks

- Strong numerate skills.
- Solid attention to detail and thorough approach to work
- Ability to prioritise and manage workload under direction
- Eligible to work in the UK

Desirable

- Valid Driving licence

TRAINING

Our Graduate Development Programme (ADVANCE), along with our huge scope of projects across the globe, will challenge and inspire you to make a real difference to the world we live in. Our programmes form a core part of our business strategy globally, designed to develop the best talent across numerous disciplines to lead our business into the future. We have over 1,000 graduates on our programmes across the UK & Europe, from over 30 different disciplines, and each and every one of them makes a tangible difference to the environment we all live and work in.

We will provide you with all the tools and support you need to achieve your professional development ambitions, including chartership with the relevant international professional institution – where we have graduates working towards over 30 professional institutions in the UK. We demand the highest standards and expect our graduates to pass their professional review first time. You will be assigned a mentor to support and guide your development and undertake regular training modules throughout the programme. There will be on-the-job and classroom training where required, and the opportunity to work on live client projects with significant multi-disciplinary exposure.