

Position	Technical Officer - Architect
Incumbent	
Reports to	Manager Properties

Reporting Positions

Nil

The Technical Officer (Architect) is responsible for providing architectural and technical coordination, design support, site supervision and construction monitoring for the Model Homes Construction Project. The position ensures that architectural documentation, construction activities and project deliverables are implemented in accordance with approved drawings, specifications, applicable standards, project requirements, quality expectations and agreed timelines. The position also provides technical leadership and coordination to the Architectural Draftsman and Clerk of Works.

Accountabilities

The Jobholder has the following accountabilities:

1. Architectural drawings, specifications, schedules and technical documents are accurately prepared, reviewed, updated and issued within agreed timelines.
2. Regular site inspections are completed and documented, with construction progress, workmanship and compliance issues identified and followed up promptly.
3. Defects, non-conformances and technical issues are accurately recorded, reported and resolved or escalated within the required timeframe.
4. Site meetings and technical coordination are effectively managed, with minutes, action points and follow-up completed in a timely manner.
5. Contractor submissions, variations, technical proposals and design changes are reviewed and recommendations provided promptly.
6. Project records, inspection reports, drawings, photographs and other documentation are maintained accurately, while timely technical input is provided for progress, risk and completion reporting.
7. The Architectural Draftsman and Clerk of Works are effectively coordinated, contributing to the timely completion, quality assurance and successful handover of the Model Homes.

Working Relationships

Internal

Housing Authority staff

External

Project stakeholder

Contractors

Consultants

relevant government agencies

utility authorities

Stakeholders;

Major Challenges

- Steer the transition of Strata unit blocks maintenance to self-sustaining Body Corporate's over the next 3-4 years
- Implementation of routine Maintenance for HA commercial properties
- Consistent implementation of a risk culture
- Improving control measures
- Developing a team of high-performing Properties team to manage HA properties
- Ensuring proper allocation of resources
- Improving employee productivity

Competencies, Experience and Qualifications

The following competencies, experience and qualifications are required to do this job:

1. Five (5) to Seven (7) years relevant experience in architectural work, building construction, project implementation or related work in the public or private sector;
2. Sound knowledge of architectural design, construction documentation, building materials, construction methods and detailing;
3. Knowledge of architectural drawing, CAD/BIM and modelling applications such as AutoCAD, Vectorworks, SketchUp, Revit, Rhino, 3Ds Max or other relevant software;
4. Knowledge of site inspection procedures, construction quality control, defect identification and progress monitoring;
5. Knowledge of reading and interpreting architectural, structural and building services drawings and coordinating information across disciplines;
6. Sound knowledge of relevant building legislation, regulations, standards and requirements applicable to architectural and building works;
7. Knowledge of project reporting systems, document control, construction records and project timelines;
8. Experience in coordinating contractors, consultants and other project stakeholders would be an advantage.