Level 4 263 Clarence Street Sydney NSW 2000 Australia phone +61 2 9321 7200 fax +61 2 9321 7201 mail@natspec.com.au www.natspec.com.au

Construction Information Systems Limited ABN 20 117 574 606

JOB DESCRIPTION

Title: Senior Architect

1 Primary Function		
Assisting in the continuing development and updating of the NATSPEC specification system		
and supporting technical resources and services, including editorial, maintenance, research and		
production process activities.		
2 Reporting		
To the NATSPEC Manager		
3 Supervises		
Not initially responsible for the supervision of others.		
4 Work Performed		
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Lie Late and a cintage of a cities NATOREO and cities	Frequency	
Update and maintenance of existing NATSPEC material:	Ongoing.	
Use your industry knowledge and experience to review content of		
assigned worksections/documents for biannual publication		
updates.		
Provide input and feedback to other NATSPEC editors on their		
reviews of worksections, possibly outside your field of experience.		
Liaise with external reviewers and organisations to consider any		
comments they may have on NATSPEC material.	On the last	
Monitoring and reviewing regulations and standards from:	Ongoing.	
Standards Australia, over 1300 cited.		
Australian Building Codes Board including updates to the National		
Construction Code (NCC) – over 150 cited.		
Other Australian and New Zealand sources - over 400 cited.		
Overseas publications - over 300 cited.	Destant and the	
Developing material:	Project specific.	
Research specification topics and new construction techniques and techniques		
and technologies.		
Prepare reports for publication and presentation. Prepare reports for publication and presentation.		
Develop personal specialist fields of expertise. Personal specialist fields of expertise.		
Prepare new NATSPEC material. Provides a series of the provided NATSPEC weeks actions.		
Develop new Product Partner branded NATSPEC worksections.		
Standards development with participation on Standards Australia		
committees and commenting on published draft standards.		
Prepare reference specifications for various Government		
departments and commercial organisations.		
 Research issues on topics including product conformity, sustainability and BIM. 		
Production process activities:	Biannual.	
Proofing output from the production team.	טומווועמו.	
Resolving technical queries.		
 Resolving technical queries. Maintenance and updating of information in NATSPEC's 		
production and library database systems.		
 Compile overview documents to summarise biannual update. 		
Assisting with update mailout.		
- Assisting with apacte mailout.	l	

Education & CPD:	As required.
Visit universities to present to students on specifications.	
Contribute to the development of NATSPEC CPD modules.	
Attend external courses/seminars to maintain personal CPD.	
Customer service activities:	Ongoing.
Responding to NATSPEC subscriber technical queries.	
Any other related task assigned (also includes tasks that take less	As required/agreed.
than 5% of the job).	

5 Measures/Outcomes

Relate to team commitment and customer focus and are based on:

- Accuracy and efficiency.
- Meeting deadlines.
- Quality of project outcomes.
- Ability to work effectively with others.

6 Essential Knowledge/Skills

- Relevant tertiary qualifications in architecture and/or construction.
- Minimum five years relevant AEC experience including appropriate Australian experience.
- Experience using the National Construction Code, Australian Standards, and construction specifications.
- Have a passion for the built environment, with an accurate eye for detail, an open technical mind, and an inquisitive attitude.
- Experience using BIM authoring software would be an advantage, but not essential.
- Ability to communicate own initiatives, as and when necessary, within a team framework.
- Ability to adapt to changing situations, be flexible, set priorities, and manage time effectively.
- Ability to multitask.
- Accountable and responsible for own work.
- Ability to liaise, network and work effectively with others.

Updated 16/12/2021 KR