

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	
	Frequency
Update and maintenance of existing NATSPEC material: <ul style="list-style-type: none"> • 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. 	Ongoing.
Monitoring and reviewing regulations and standards from: <ul style="list-style-type: none"> • 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. 	Ongoing.
Developing material: <ul style="list-style-type: none"> • Research specification topics and new construction techniques and technologies. • Prepare reports for publication and presentation. • Develop personal specialist fields of expertise. • Prepare new NATSPEC material. • 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. 	Project specific.
Production process activities: <ul style="list-style-type: none"> • Proofing output from the production team. • 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. 	Biannual.

Education & CPD: <ul style="list-style-type: none"> • Visit universities to present to students on specifications. • Contribute to the development of NATSPEC CPD modules. • Attend external courses/seminars to maintain personal CPD. 	As required.
Customer service activities: <ul style="list-style-type: none"> • Responding to NATSPEC subscriber technical queries. 	Ongoing.
Any other related task assigned (also includes tasks that take less than 5% of the job).	As required/agreed.
5 Measures/Outcomes Relate to team commitment and customer focus and are based on: <ul style="list-style-type: none"> • Accuracy and efficiency. • Meeting deadlines. • Quality of project outcomes. • Ability to work effectively with others. 	
6 Essential Knowledge/Skills <ul style="list-style-type: none"> • 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