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# MORRIS+COMPANY

## Architect (0 – 3 years of experience) – Job Description – September 2025

This is an exceptionally varied role. The Architect provides support to Project Leads on a wide variety of projects and tasks, including leading packages and project management responsibilities.

### Contract

- + Permanent, full time, London-based role

### Reports to

- + Project Lead

The responsibilities of the role include, but are not limited to, the following:

### Role Requirements

- + Demonstrating a thorough understanding of key project objectives and decision-making process and actively contributing to design decisions
- + Prepare, develop and edit the design where required using drawings, models, images, presentations, and reports of the highest standards at all stages of a project
- + Take responsibility, where required by the Project Lead, for specific areas of the design and development of a project
- + Have the ability to prepare detailed working drawings, designs and models using CAD (Revit, AutoCAD) together with specifications, including leading packages of work
- + Actively participate in project meetings under the guidance of the Project Lead and work closely and effectively with other consultants and design team members
- + Start to assist with the overall running of a project, ensuring that it meets the practice's financial and programme goals
- + Have knowledge of, and keep up to date with, the latest UK statutory regulations (e.g. planning, building control etc)
- + Demonstrate a knowledge of the RIBA Plan of Work and the construction process

- + Be able to work effectively both autonomously and as part of a team
- + Possess effective time management skills and be able to work on one or more projects at a time, if required, from inception through to completion

### **Wide Practice Requirements**

- + Assist with practice work experience programme by providing industry and study insight to school pupils/students
- + Demonstrate a solid understanding of Morris+Company methodologies and use of practice procedures and systems, including ISO 9001/14001

### **Skills Required**

- + Ability to effectively undertake the above responsibilities
- + Be self-motivated and able to demonstrate initiative and a proactive approach to daily tasks and in response to direction or instruction
- + Have excellent organisational skills and the ability to work to an agreed programme and meet deadlines efficiently
- + Possess excellent written, verbal communication and presentation skills
- + Have a flexible and open attitude towards new ways of working and a commitment to independent learning
- + Continually develop professional competence and support personal development through attendance of in-house CPDs, architectural lectures and other external industry events
- + Have good interpersonal skills and be able to work independently and effectively as part of a team, assisting and supporting team members
- + Ability to build good relationships at all levels, internally and externally
- + Possess the resilience to cope with conflicting demands, and able to prioritise duties and work effectively under pressure to meet deadlines efficiently and effectively
- + Ability to exercise good judgment at all times
- + Have excellent graphic, model making and free-hand sketching skills
- + Ability to use some of the following: AutoCAD, Revit, SketchUp, Photoshop, Illustrator, InDesign, Word, Excel, Outlook, PowerPoint

### **Qualities Required**

- + Morris+Company encourages a collaborative working environment where every team member is encouraged to share their ideas and thoughts
- + We are committed to equality in employment opportunity and embracing diversity and inclusion within the practice and we expect the same commitment from our staff
- + We recognise that everyone is an individual and experiencing different situations in life at any one time and expect our staff to understand and respect this of their colleagues too
- + We are committed to delivering the highest possible quality in our work and service to our clients and expect the same commitment from all of our staff
- + We are committed to reducing the impact of our activities on the environment and have set out objectives to encourage our clients to use sustainable resources, methods and materials, to act sustainably and to improve local ecosystems where possible. We expect the same commitment from our staff

### **Note**

- + This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the practice may be required from time to time

- + This description will be reviewed regularly and where necessary