

Part 3 Architectural Assistant x 3 - Minor Capital Delivery, Operations and Estates

Primary Location: EA Belfast, EA Armagh, EA, Ballee

Contract Type: Temporary/ Fixed Term Contract

Duration of Contract/Contract End Date: 12 months

Status: Full-Time

Hours per Week: 36 hours per week

Working Pattern: Monday to Friday

Grade/Scale: Executive Officer –NJC Main SCP 17 – 20

Salary Band - £31,022 - £32,597

Additional Allowance(s): Casual Car User Allowance

Anticipated Interview Date(s): July/August 2026

Additional Information: N/A

Responsible to: Head of Service, Minor Capital Delivery, Operations and Estates

Reporting to: Locality Managers, Programme Managers – Minor Capital Delivery, O&E

Overall Job Purpose

The Post Holder will provide Architectural design and supervision services, under the direction of the Locality Manager, Programme Manager, Senior Project Manager based on the RIBA 'Plan of Work', either individually or as a team member in connection with various MiCD Programmes.

EA will provide structured mentoring, tailored learning support, and a clear progression pathway, including guidance toward **Part 3 qualification/post-graduate studies in Architecture**. The successful candidate will join a friendly, inclusive team that values creativity, technical excellence, and professional growth.

EA will grant leave to attend compulsory University attendance when required.

Main Duties and Responsibilities

- Supporting project delivery across multiple RIBA stages, from early concept design through to construction.
- Producing design proposals, planning drawings, technical packages, and presentation materials, primarily using AutoCAD LT (Adobe Creative Suite, and SketchUp where relevant).
- Prepare and submit Planning Applications, Building Control Applications, Design & Access Statements, reports, and supporting documentation.
- Assisting with design development, construction information, and technical detailing.
- Coordinating with Architects, Project Managers, Technologists, consultants, contractors, and stakeholders.
- Contributing to **project meetings, design reviews**, and client liaison activities.
- Ensuring work is delivered to programme, quality, and compliance standards.
- Supporting project teams throughout the construction phase and helping maintain design quality.
- Co-ordinate the input of Mechanical, Electrical and Structural Consulting Engineers throughout the design process.
- Supervise contracts on site, chair site meetings and record minutes for action as required

Finance

- Conduct and prepare feasibility reports and financial analyse of building projects.
- Manage projects during design phase, within cost limits, up to tender stage.
- Control finances during the construction phase, agree cost variations to contracts and recommend stage valuation payments.

Other Duties

- To take photographic records of on-site operations and relevant premises to assist in the development of projects.
- Carry out building and site surveys and update estates records as required.
- Analyse building codes, technical booklets, by laws, space requirements, site requirements and other technical documents and reports.
- To respond to client's questions and comments in a courteous and timely manner; communicate and coordinate regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- To attend meetings, workshops and training sessions and review publications and materials to become and remain current on the principals and practises and new developments in assigned work areas.
- To carry out such other duties relevant to the post as maybe directed by senior or line management
- To assist in the management and archiving of the Education Authority's database for School Building Layouts and Data
- Assist EA Legal with Site boundary Maps, Wayleaves, Consent to discharge and recording of Portfolio's

- To work in collaboration with EA colleagues in Asset Management Service (AMS), Quality Environment and Safety (QES), Facilities Management Service (FMS) and Major Capital Development (MaCD)

This job description will be subject to review considering changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

In accordance with Section 75 of the Northern Ireland Act (1998), the post-holder is expected to promote good relations, equality of opportunity and always pay due regard for equality legislation.

To view the summary of terms and conditions for this post, click [here](#).

PERSON SPECIFICATION

NOTES TO JOB APPLICANTS

1. You must clearly demonstrate on your C. V. under each question, how, and to what extent you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria, where relevant.

2. You must demonstrate how you meet the criteria by the closing date for applications, unless the criteria state otherwise.

3. The stage in the process when the criteria will be measured is outlined in the table below.

4. Shortlisting will be carried out based on the essential criteria set out in Section 1 below, using the information provided by you on your C. V.

V... Please note that the Selection Panel reserves the right to shortlist only those applicants that it believes most strongly meet the criteria for the role.

6. In the event of an excessive number of applications, the Selection Panel also reserves the right to apply any desirable criteria as outlined in Section 3 at shortlisting, in which case these will be applied in the order listed. It is important therefore that you also clearly demonstrate on your C. V. on how you meet any desirable criteria.

Section 1 - Essential Criteria

The following are **essential** criteria which will initially be measured at the shortlisting stage and which **may also be further explored during the interview/selection stage**. You should therefore make it clear on your C. V. how, and to what extent you meet these criteria. Failure to do so may result in you not being shortlisted.

Factor	Essential Criteria	Method Of Assessment
Qualifications/ Experience	Post-Graduate Degree on Architecture RIBA Part 2 qualification in Architecture.	Shortlisting by C. V.
Knowledge	Demonstrable knowledge of RIBA Works Stages 0-7 Experience working within a UK architectural practice, ideally 12 months. Strong design, presentation, and AutoCAD proficiency; additional software skills (Adobe Suite, SketchUp) are advantageous. Strong technical detailing abilities and confidence working across various RIBA stages. Excellent communication, organisation, and teamwork skills. Proactive, enthusiastic, and committed to professional development and progression toward Part 1 Qualification/Part 3 Qualification.	Shortlisting by C. V.
Other	Access to a suitable vehicle (appropriately maintained and insured for Education Authority business) that will enable you to carry out the mobility requirements of the post in an efficient and effective manner OR do you have access to an appropriate alternative form of transport that will enable you to carry out the mobility requirements of the post in an efficient and effective manner?	Shortlisting by C. V.

Section 2 - Essential Criteria

The following are **additional essential** criteria which will be measured during the interview/selection stage.

Factor	Essential Criteria	Method Of Assessment
Experience	Demonstrable knowledge of RIBA Works Stages 0-7 Demonstrable experience in the use of AutoCAD Strong design and technical detailing abilities, by portfolio.	Interview
Skills/Abilities	Excellent oral and written communication skills: Excellent reporting skills; Excellent interpersonal skills; Ability to work alone or as part of a team; Be flexible and self-motivated. Ability to use own initiative/be innovative Ability to make decisions	Interview
Values Orientation	Evidence of how your experience and approach to work reflect EA's ethos and values. You will find information about our Values here .	Interview

Section 3 - Desirable Criteria

Some or all the desirable criteria may be applied by the Selection Panel in order to determine a manageable pool of candidates. Desirable criteria will be applied in the order listed. You should make it clear on your C. V. how, and to what extent you meet the desirable criteria, as failure to do so may result in you not being shortlisted.

Factor	Desirable Criteria	Method Of Assessment
Knowledge	In line with EA's Game Changing People Model we will look for evidence of: • Knowledge of the function of the Education Authority • Demonstrable knowledge of Northern Ireland Building Regulations and implementation of relevant NI Technical Booklets • Knowledge of the DENI building Handbook for schools	Shortlisting by C. V.
Experience	Good understanding of UK planning policy, Building Regulations, and construction methods. Experience of preparing Planning Applications, Building Control Applications, clearly demonstrating knowledge of NI Building Regulations and other statutory/regulatory application procedures	

DISCLOSURE OF CRIMINAL BACKGROUND

The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 defines working directly with children or young people or in specified places as 'regulated activity'.

If you are recommended for appointed to a post that involves 'regulated activity', the Education Authority will be required to undertake an Enhanced Disclosure of Criminal Background. **Please note that you WILL be expected to meet the cost of an Enhanced Disclosure Certificate. Details of how to make payment will be sent to you at the pre-employment stage.**

Further information can be accessed at [NI Direct](#) or the [Department of Justice](#).

APPLICANT GUIDANCE NOTES

Please contact the MiCD mailbox EAICD.MinorCapital@eani.org.uk with the subject '**Part 3 Architectural Assistant**' including a copy of your CV and Portfolio.

EA will be in contact following receipt of above.