

ARCHITECTURAL DESIGN AND BUILDING SURVEYING



SANDWICH COURSE AND PLACEMENT ROLES

Purpose

HLP UK Ltd are pleased to be able to offer the chance of gaining work experience with a fast growing multi-disciplinary practice. We are looking to recruit architectural, surveying and construction undergraduates for vacation and year out placement positions, to join our energetic team delivering architectural, surveying and project management services for clients and sectors across our portfolio.

The successful candidates will gain a wealth of varied experience working across clients and sectors providing surveying architectural and support to our team and will get a wealth of office and field based, practical experience. Duties will include assisting with measured surveys, feasibility and detailed design, obtaining statutory approvals and consents, third party consultant liaison, pre-tender H&S work, assisting the production of costing and tender documentation, assisting with site meetings and post contact administration.

Candidates with an interest in 3D modelling, laser scanning, Revit and BIM are particularly encouraged.

Based in our Hednesford office and reporting to the Directors, the successful candidate will be personable with a pro-active attitude and be prepared to contribute when required in all sectors of the business. The role will have some client facing duties.

Duties to include:

Site Survey and Existing Record:

- Assisting with measured and condition surveys and inspections
- Survey report writing
- Elevations, Sections, floor and roof plan production

Drawing Preparation and Control:

- Production of feasibility and scheme design drawings
- Production of detailed technical proposal drawings, models and visuals using AutoCAD, Sketch-Up and other similar packages
- Liaison with external specialists
- Client Liaison
- Obtaining statutory approvals

Other Duties

- Production and management of project programs and management of budget and expenditure reports
- Preparation of project documentation, including specifications and precontract documents
- Preparation and submission of statutory approvals, dealing with enquiries and obtaining consents
- Managing office based and site projects
- Any other duties or requirements of the company or clients

Person Specification

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Currently studying towards a degree in Architectural Technology, Building Surveying or Construction related or equivalent 	
Work Experience		<ul style="list-style-type: none"> • Some pre-studying experience in construction industry
Specialised Skills	<ul style="list-style-type: none"> • Extensive knowledge of AutoCAD • High level of IT literacy • Project Management Skills • Good knowledge of construction techniques 	<ul style="list-style-type: none"> • Qualification in AutoCAD • Experience of 3D modelling software • Experience of the planning system • Good knowledge of the Building Regulations
Personal Attributes	<ul style="list-style-type: none"> • Ability to work on own initiative and prioritise work, yet still work well within a team environment • Ability to work well under pressure • Excellent organisation skills and attention to detail • Flexible and Proactive 	

NOTE: Candidates invited for interview are to supply a portfolio of recent relevant work.

HLP do not discriminate on any gender, race, sexual orientation, religion, age or disability grounds