



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Student Intern - Architecture, Facilities Directorate**



**Salary: Grade 3 (£17,079 - £18,688 p.a.)**

**Reference: FDEST1133**

**Closing date: 23 June 2019**

**12 month fixed term: 1 August 2019 – 31 July 2020**

## **Student Intern - Architecture Facilities Directorate**

**Are you a 3<sup>rd</sup> year Undergraduate student studying for a degree in Architecture?  
Do you want to put the theoretical knowledge, which you have gained at  
University, into practice within the workplace?**

Estate Services, which is part of the University's Facilities Directorate, manages the physical environment in which staff and students work, live and learn. We are committed to providing first class facilities and fit-for-purpose high quality buildings. You will work within a multi-disciplinary team and you will carry out a wide range of tasks, including feasibility studies, design ideas, specification writing, tender proposals, cost control and site monitoring of architectural projects and works in a 'live' campus environment. You will work across the service, and will be involved with all aspects of Estate Services including property, planning, major and minor building projects and maintenance issues, to gain an in depth knowledge of the role.

### **What does the role entail?**

As a Student intern - Architecture your main duties will include:

- Assisting in the management of multi-disciplinary schemes, including some or all of the roles of building services, furniture, structural engineering, CDM and any other specialists;
- Under the guidance of an Architect, prepare drawings, specifications and contract documents using CAD software in respect of major and minor capital projects and major maintenance projects together with obtaining necessary tenders and documentation in accordance with set procedures;
- Assisting the Architect in the commissioning of schemes upon completion;
- Developing an understanding of techniques used to deliver projects which are effective, value-for-money and cost controlled;
- Understanding the process for evaluating and reporting on tenders for projects as necessary;
- Monitoring the performance and quality of works carried out by Contractors to ensure that all works are managed in accordance with agreed Service Level Standards;





- Arranging and managing the execution of estates work in accordance with all current guidance, legislation, codes of practice, local bylaws and University policy such as Health & Safety;
- Preparing draft information and reports on projects which you are assisting with and attend relevant meetings as required, including committee and/or group meetings;
- Contributing to an efficient, responsive and cost effective service in accordance with Service Level Standards through client liaison, monitoring of the performance and quality of works carried out by Contractors and responding to feedback from clients regarding work;
- Liaising with client representatives and adjacent occupants to advise on the potential implications and disruption caused by operations, maintenance and improvement activities, implement and co-ordinate all necessary actions to minimise disturbance.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## What will you bring to the role?

As a Student Intern - Architecture you will have:

- Completed your third year in a Architecture related discipline;
- The ability to carry out surveys, prepare reports, estimates, drawings and contract documentation;
- A team orientated approach with experience of contributing to a team;
- Excellent IT skills with an ability to use Word, Excel, and Outlook;
- Excellent verbal and written communication skills with a high level of accuracy and attention to detail;
- The ability to work independently upon your own initiative with minimal supervision;
- The ability to influence and persuade others, in a professional manner.

You may also have:

- A working knowledge of AutoCAD and 3D design software packages;
- Knowledge of governing regulations;
- Previous work experience preferably office based.



## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised [closing date](#).

## Contact information

To explore the post further or for any queries you may have, please contact:

### Robert Gale

Tel: +44 (0)113 343 5964

Email: [R.M.gale@leeds.ac.uk](mailto:R.M.gale@leeds.ac.uk)

## Additional information

### Working at Leeds

Find out more about the benefits of working at the University and what it's like to live and work in the Leeds area on our [Working at Leeds](#) information page.

### Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

## Criminal record information

### Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

