



# Woods Hardwick Job Pack

 Woods Hardwick  
Architecture | Engineering | Planning | Surveying

# Architectural Assistant

## Who are Woods Hardwick?

Woods Hardwick are a UK-leading independent and employee-owned multi-disciplinary built environment practice integrating residential and commercial architecture, engineering, planning and surveying for all development needs.

Our strength lies in our expertise and knowledge gained over almost 60 years in built environment across our three offices in Bedford, Birmingham and London by our 80-strong team.

We're shaping the world we live in and our projects combine creative, imaginative and innovative design alongside commercial and practical know-how whether big or small, simple or complex.

We're nothing without our clients and we go above and beyond to exceed their expectations, on time and within budget.

Take a look at our [track record](#) to see the quality, care and range of our projects.

We're a flexible work employer and there are opportunities for you to be hybrid in your role.

## Woods Hardwick Vision

We want to provide an exciting place of work, where we are all able to enjoy the benefits of being the first-choice independent practice in our chosen markets.

Striving to create desirable spaces and places through our expertise that beautifully combine built and natural approaches, so those who use them can happily enjoy them for generations.

## Woods Hardwick Mission

We provide independent expert advice and services across a range of industry disciplines, to ensure that our clients get the best possible value and outcomes.

## Woods Hardwick Values

Our values are incredibly important and inform everything we do at Woods Hardwick and for our clients. We're always on the look out for talented staff who share the values we do.

### 1. Reliability

We can be relied upon to do the right thing, to be transparent and to deliver on our promises.

### 2. Determination

We work hard to succeed, being hands-on and creating opportunity with our approach.

### 3. Responsiveness

We adapt and evolve without ever losing sight of what is most important - our clients. Considering all aspects to deliver the best solution possible.

### 4. Creativity

We use our knowledge and expertise to find new and creative ways of delivering value.

### 5. Professionalism

We expect the highest standards from each other, in terms of: accuracy, collaboration, quality, performance and trustworthiness.

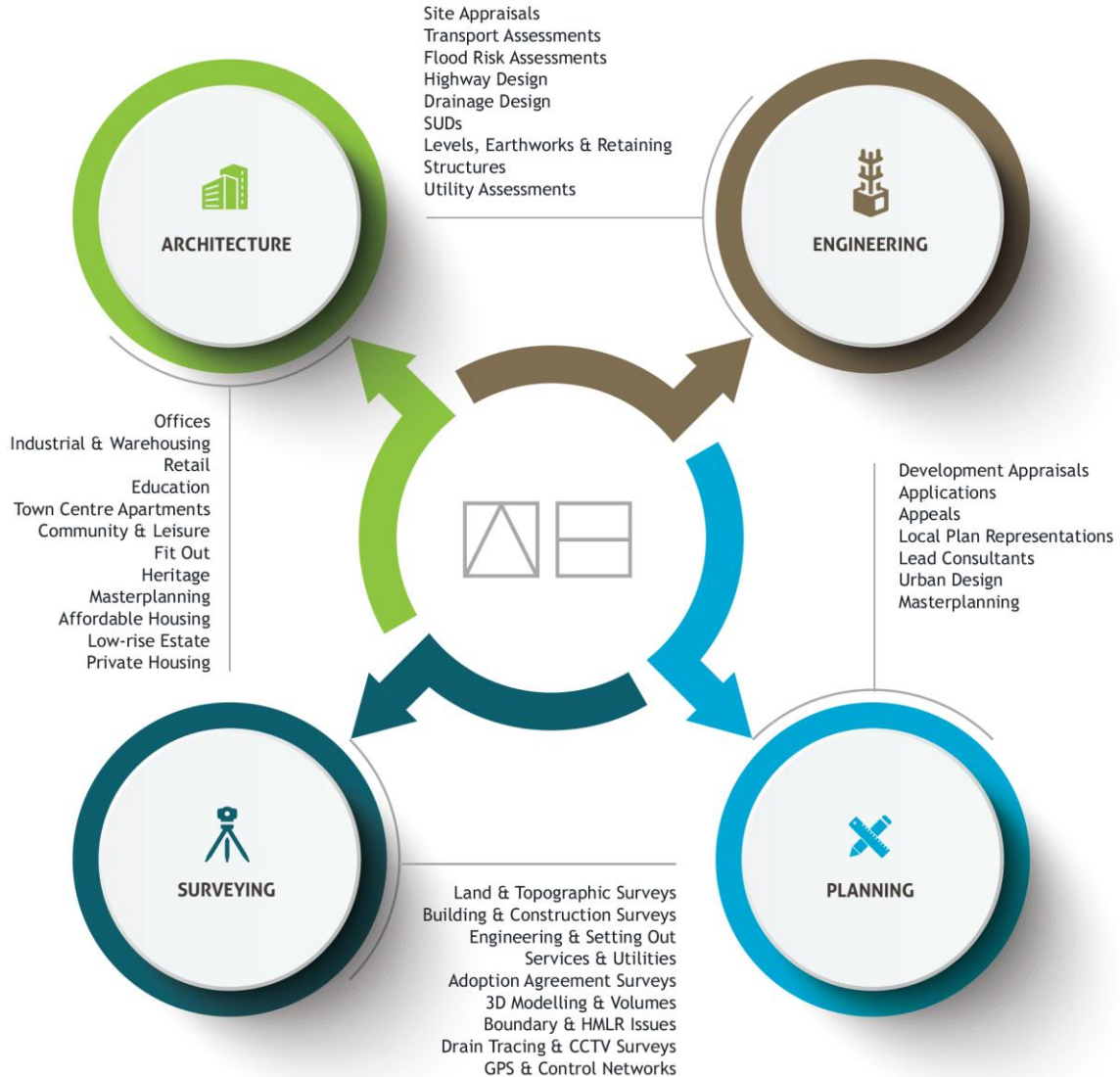
## What do we do for our clients?

Our total approach to planning, surveying, engineering and architecture will help you to create and build an environment that you want to live, work and enjoy yourself in.

Whatever your project, each will be director-led with a skilled team to support your needs - giving you access to the industry expertise, regional knowledge and technical understanding needed to deliver on time, to budget and to a quality that delivers exceptional value.

## Services

Here's an overview of the Woods Hardwick family:



## Department: Residential Architecture

### Residential Vision

We want to be recognised as the leading independent residential architects and development consultancy practice in the region.

We want to explore greater Urban Design projects of 5,000+ units and grow our opportunities in the West Midlands.

### Residential Mission

We provide architectural and development consultancy services in a commercial way to bring the best value for our client's residential projects working collaboratively with clients, engineers and planners.

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## Residential Values

- Collaborative - we work well with all our clients and partners
- Communicative - we are clear in what needs doing together
- Responsive - we are quick and agile to what people need
- Expertise - we know industry inside and out
- Flair - we look to create and excite
- Dedication - we do our best everyday and love what we do

## Residential Value Proposition

Our residential and development consultancy service helps housebuilders/property developers who want to navigate the sector by providing expertise that delivers projects, results and value to our clients.

We support Woods Hardwick and its staff by providing the required administrative and business support services so the company runs seamlessly for departments and our clients.

## Join Woods Hardwick - own Woods Hardwick.

Woods Hardwick Ltd have been a leading multi-disciplinary built environment practice for nearly 60 years and in summer 2022 we moved away from a shareholder model with four shareholder owners and into a 100% Employee Ownership Trust (EOT).

This is similar to the John Lewis model of ownership where Woods Hardwick's super profits are distributed amongst staff rather than a select number of shareholders.

This means that if you join us and Woods Hardwick performs well for the financial year you'll be rewarded with a cash bonus for your invaluable contribution to the company's growth.

The bonus is based on your salary banding and years of service bonus - it is tax deductible up to £3,600.

## Woods Hardwick Culture

### Independent, creative and supportive

You're our best asset and without our team Woods Hardwick ceases to exist.

We're an open and friendly company culture, we place work-life balance at the center of everything we do in the Woods Hardwick family. You'll also have the opportunity to learn on the job and develop as an individual.

Across our three offices in Bedford, Birmingham and London we have an active social committee and host many client and employee events, including company away days, Christmas parties and sporting events - both watching and taking part!

### Community

Woods Hardwick is passionate about giving back and supporting the communities we work in - here are a few examples and we'd love you to get involved too:

- Charity fundraisers & events
- Golf charity days
- Sponsorship of community & sport groups
- Volunteering for local charities & groups
- Supporting and inspiring the next generation at education career workshops

## The Role

### Job Purpose

You will be part of the successful and well-established residential team helping to deliver residential developments from inception to planning determination by carrying out the following:

- Assisting on various residential projects around the UK, from small-scale schemes for private developers to large-scale master planning projects for national housebuilders.
- Working within an enthusiastic team where creativity and collaboration is encouraged, assisting on the design and drafting of planning drawings and documentation.
- This is a great opportunity for a keen individual to flourish in a design led environment and play a significant role in contributing to the residential architecture team

### Job Description

- Drafting planning drawings as required, specifically house types and multi-unit planning layouts - generally up to planning application stage
- Using AutoCAD, Adobe Photoshop and other software to produce drawings/plans
- Promote good working practices through creative thinking, communication and collaboration with all parties
- Hand sketching to communicate design ideas and scheme proposals
- Assist with producing Design and Access Statements and other supporting documentation relevant to planning applications
- Support an ambitious team who is well recognised in the residential architecture industry

### Person Specification

- 2+ years' experience within the residential sector
- Relevant degree level educated (architecture, urban design etc)- desirable
- Proficiency in AutoCAD, Adobe Photoshop and Microsoft Office Software
- Experience with SketchUp and 3D rendering packages, such as V-Ray is desirable although some training can be provided;
- Design orientated, good hand drawings skills preferable;
- Energetic, enthusiastic and communicative person who works well as part of a team but can also progress works independently as required;
- Punctual, reliable and articulate individual.
- Working well as part of a team as well as individual creative thinking.
- Confident, personable and proactive.
- Strong communication with a high standard of written and spoken English.

## Benefits & Bonus

- Profit share scheme (Employee Ownership Trust)
- Flexible working
- Pension scheme
- Life assurance
- Healthcare cover after three years
- Travel insurance cover after three years
- Release days for education/CPD
- Bonus birthday day off
- Cycle to work scheme

## Salary

Negotiable

## Apply Now

If you would like to discuss the role in more detail, please contact us initially via our HR team via email.

To apply please send CV and Portfolio to [hr@woodshardwick.com](mailto:hr@woodshardwick.com)