**Institute Architect**

The Skolkovo Institute of Science and Technology (Skoltech)

Moscow, Russia

The Skolkovo Institute of Science and Technology is pleased to announce a job vacancy for the following position: **Institute Architect.**

Skoltech is a recently formed graduate Institute – a unique international institution polarized around science, engineering and technology – will eventually be home to 200 faculty, 300 post-doctoral researcher and 1,200 graduate students. As a key link in the innovation ecosystem being formed within the context of the Skolkovo Innovation Center, Skoltech will be located on a new campus, which is currently under construction just outside of Moscow. Reporting to the Chief Facilities Officer, this position will serve a critical role in the formation of innovative space for the new campus and interim facilities. The Institute Architect will oversee the overall space management program and work closely with the project management teams (s) in the delivery of new space.

In execution of these duties the University Architect (including, but not limited to):

 **Primary Responsibilities:**

* Works closely with the Skolkovo Foundation in the preparation of a comprehensive master plan that will identify major land uses, building sites, location of utilities, parking and transportation, open and recreational spaces and community impact for both the University building, as well as faculty and student residential complexes.
* Performs campus planning, space utilization, and other tasks, to include special studies that may involve technical investigations and/or analyses, and recommends solutions to unique planning, engineering and administrative problems as may be required by the Chief Facilities Officer or the Space Committee.
* Collects, analyzes and adapts programming needs/data and develops programming documents (to include plans and specifications, as appropriate and necessary) for capital projects and renovations, improvements and/or re-planning of space by soliciting timely input from the appropriate Institute functions and work streams. Ensures the timely delivery of programming documents to the appropriate organizations and/or design teams – both internally and externally – and arranges follow-up meetings/workshops with program owners to review and discuss plans, and to secure agreements.
* Provides professional advice and consultation to faculty, staff and administration professionals regarding Skoltech’s space governance policy, procedures and standards, as well as local codes and regulations.
* Provides technical support/guidance to outsourced and insourced design professionals, the project and facilities management teams, and technical zakazchik/Skolkovo Foundation, as appropriate and agreed. Reviews submitted project documentation with the aim of ensuring that final documentation meets University planning and quality standards, as well as the parameters established by the programming documents. Reports on progress on a regular basis and ensures a continued flow of information to program owners.
* Jointly with and under the direction of the project management team(s) continually monitors projects throughout the design and construction phase and works with the architectural, engineering and construction inspection teams to:
	+ Ensure compliance with plans, specifications, and established performance and quality standards.
	+ Determine the need and/or justification for changes required during construction and, when necessary, provide information required in planning for such changes.
	+ Participates in final inspections and acceptance of the completed project and ensures that all construction deficiencies (punch-list items) have been duly corrected and reflected in the as-built drawings.
	+ When necessary and appropriate coordinates the transition between A/E designers of major scopes of work in order to maintain a common understanding of the project.
* Monitors government mandated planning requirements and develops plans and programs in support of Institute efforts to meet these requirements. Shares relevant information with appropriate team members, both internally and externally. Where necessary and appropriate, reviews and interprets building code, as well as the requirements of other regulatory agencies, with the aim of ensuring compliance by finding creative solutions to unique architectural/planning issues.
* Develops policies and procedures for the review and approval of design documentation across the entire organization – both internal and external.
* Stays abreast of legislation, regulations, best practices and other changes in own discipline to ensure that Skoltech is benefiting from state-of-the-art, legally sound A/E processes.
* Serves as a non-voting member of the Space Committee, coordinates its meetings and ensures that its resolutions are executed on a timely basis.
* Oversees at least one staff FTE engaged in space planning and the coordination of the space request and allocation process, ensuring that work is produced within the quality standards established by the Institute, meets program requirements and growth plans, as well as efficiency and utilization standards.
* Plays a key role in executing the annual space performance review, and regular space audits/studies with the aim of ensuring that space within the Institute is put to its highest and best use.
* Other duties as directed by the Chief Facilities Officer.

**Key Relations:**

**Reports to:**

* Chief Facilities Officer

**Other key relations:**

* Space Committee and its Individual Members
* Facility Operations Manager
* Project Manager(s)
* EHS Manager
* Technical Zakazchik (and contractors) as appropriate

**Ideal Experience and Qualities:**

Skoltech is seeking an experienced institutional architect that has at least 10+ years of experience in the planning and development of large-scale, technological projects with at least 7+ years of experience in a management/supervisory role. Knowledge of/experience in the academic environment is highly desired, but not required.

The successful candidate will possess the following talent, skills, knowledge and qualifications:

* A Bachelors Degree in Architecture/Planning/Engineering/Facilities Management (or demonstrated equivalent) from a recognized, leading educational institution;
* Deep, practical knowledge of appropriate building legislation/codes in the Russian Federation (SNiP, SANPiN, appropriate local legislation and tekhnicheskie reglamentiy, land, urban planning and building codes) for both new project approvals and on-going operations;
* Substantial experience working with/guiding international design teams in the context of planning/development in the Moscow market. Solid, practical knowledge of adaptation techniques and finding creative solutions to complex problems by proper and appropriate interpretation of building code, rather than simple literal application of it.
* Preferably, experience with space planning in the academic/research environment.
* Ability to analyze proposed design solutions in terms of cost (as it relates to architecture/planning), construction timing, efficient use of space, ease of logistical movements, and maintenance/longevity of materials.
* Ability to analyze design solutions in the context of their peculiarities and requirements in the functional environment, and produce solutions that correspond to the needs/mission of the Institute.
* Advanced knowledge of design, engineering and construction processes and sequences and the associated regulatory issues, as well as best practice in the architectural planning process.
* Ability to communicate complex ideas effectively so that they are understood by senior University management/leadership.
* Ability to communicate/negotiate with senior administrators, faculty and peers; demonstrated ability to work collaboratively and build consensus within all levels of the organization, both internally and externally.
* Excellent judgment and the ability to balance competing objectives in the “big picture,” especially in the context of competing needs;
* Action and results-orientated; honest and trustworthy; strong work ethic and diligent performer; ability to work cooperatively across an organization with many levels of staff and leadership;
* Attention to detail; sensitivity to various organizational interests; diplomacy; advocacy;
* Self-confidence; resourcefulness; and organizational skills and savvy;
* Ability to maintain composure, dignity, and sense of humor while creatively and effectively functioning in a work atmosphere of shifting sands and numerous equally important deadlines;
* Ability to work in a start-up environment, under a tremendous amount of uncertainty and stress, being able to feel, appreciate and use the drive of the team is a must;
* Advanced PC skills, experience with modern office and communications software, design and graphics software (AutoCAD and experience with other programs is required);
* As English is the working language at Skoltech the successful candidate will be adept in reading, writing and speaking the English language. Fluency in the Russian language and advanced writing skills is a must.

**Remuneration:**

The successful candidate will be paid a competitive compensation package commensurate with the important responsibilities of this role.

**How to apply:**

To apply for this position, please send your application and CV in English to **jobs@skoltech.ru**