

Curriculum Vitae

Architectural Practice Management

Profile	Architect and Project Manager with extensive architectural practice management experience gained in key roles in leading architectural practices	
Key Skills / Achievements	<p>QA /EMS systems Preparation of systems for ISO 9001 and ISO 14001 registrations, management of system maintenance, including external and internal audits, awareness meetings for all staff</p> <p>Project Administration Job runner for projects, ranging from domestic extensions to £40m new-build medical project</p> <p>Bid Management Preparation and coordination of extensive range of bid documents – EOI’s, PQQ’s, final submissions, fee bids in collaboration with project associates, including working out competitive fees planning best use of resources checking that all questions are answered fully preparing bid-specific information on practice details, organograms, relevant experience, project profiles, company standards - QA / EMS, H&S, HR, PI, PL/EL providing customised responses to bid questions – design approach, project management, team coordination coordinating team selection and cv’s – internal staff and outside consultants putting together well-designed documents briefing to teams going to attend interviews meeting deadlines</p> <p>Design Assessment Key design team member for wide range of projects, including participation in international design competitions</p> <p>Project Planning Planner of resource allocation for bids, worked out fees, set up project resource plans, carried out monitoring of planned v actual job costs, prepared fee drawdown plans</p> <p>Health & Safety Company Health & Safety Manager for practice, management of planning for safety in and out of the office for seven branch offices</p>	<p>Examples Development of company systems to reach ISO9001 and 14001 registrations; taking strategic long-term view to realise full potential of continual improvement</p> <p>£39m new-build medical laboratory in E London, completed in time and on budget £125m PFI hospital complex in W Midlands – acted as internal project manager for 25-strong team £80k extension to own house</p> <p>EOI for National Gallery Wing refurbishment PQQ and bid submission for Wrest Park conservation plan, EH condition surveys Resource plans, fee calculations and office cost monitoring: UCL estate: major alterations to iconic group of buildings, architect’s fee £630k Regent Street landmark buildings, architect’s fee £1m and £330k for two projects Palace of Westminster signage</p> <p>Practice organogram created and regularly updated;</p> <p>Bid specific information, including QA / EMS certificates, H&S policies and procedures, PI certificates for appropriate level of cover; PL / EL certificates</p> <p>Design team leader for buildings at Merchant Taylors’ School, including new teaching block, swimming pool Design team member for competitions for Abu Dhabi National Theatre, Pimlico School</p> <p>Regent Street landmark buildings, architect’s fee £1m and £330k for two projects RBG Kew Temperate House: architect’s fee £125k</p> <p>H&S Plans for each branch of practice, regularly updated, managed local branch H&S managers, checking that legal and ‘good practice’ requirements are met, eg, fire and safety risk assessments are carried out, fire extinguishers and alarms are in good order, H&S poster is displayed</p>

Practice Newsletter	Editor of practice Newsletter, published 3 times a year with a print run of 4000, sent to clients, consultants and staff	Planning of the layout, drawing in all contributions – text and images, designing the layout in collaboration with in-house graphic designer, managing the process of production
CDM Regulations	Advisor on designer’s duties under the Regulations	Prepared detailed response to client’s project manager on practice CDM arrangements for major roof renovation project at Covent Garden Market
Business Continuity	Preparation of site-specific Business Continuity Plans, covering disaster recovery, backup plans in case of outside incidents or IT failure	Created Plans for each branch, regularly updated
Facilities Management	Management of re-location of 50-strong practice, set up maintenance regimes for new premises	Practice moved from dispersed accommodation in Belgravia to centralised listed building in W1. Acted as project manager starting with search for new premises and appointing agents, preparing and monitoring detailed programme, seeing that staff were kept engaged (eg, travel survey, arranging visits to new building), coordinating actual move over 1 weekend in March 12, with welcome pack for all staff on first morning. Then dealing with all facilities management issues – appointment of maintenance contractors, resolving teething problems in heating and lighting systems, setting up long-term maintenance regime
CPD Programmes	Arrangement of regular programme of CPD activity, including approval of all staff applications for attendance at external CPD events	Monthly talks arranged on relevant topics, checking that staff keep their CPD record, giving talks to office on key issues, eg presented 1-hour talk on Architect’s Appointments to different offices, gave a talk on ‘how to work out a fee’
PI Insurance	Coordination of annual renewal of policy, liaised with brokers, advised on claims and circumstances, obtained legal advice as required	Collated declarations from all senior staff on any claims or circumstances which need to be notified to insurers to avoid risk of non-disclosure; this acts as a useful annual review and a check that the claims register is up to date

Career History	2012 - Asif Malik Architect	Sole Principal
	2006 -2012 Donald Insall Associates	Senior Associate
	1997-2006 Percy Thomas Partnership /Capita Architecture	Associate Director
	1990-1997 Alex Gordon Partnership	Associate
	1980-1990 Asif Malik Architect	Sole Principal

Education / Qualifications	Diploma in Architecture	University of Greenwich
	MSc Project Management	University of Reading
	RIBA	Full member
	ARB	Registered Architect
	MAPM	Member Association of Project Managers
	MaPS	Member Association for Project Safety