

Job Description – Team Head (Architecture)

Company: DFI Architects

Location: Kailash Colony

Employment Type: Full-Time

Department: Architecture & Design

Reporting To: Principal Architect / Project Director

Direct Reports: Senior Architects, Architects, Junior Architects, Interns

About DFI Architects

DFI Architects is a design-led practice delivering high-quality, context-driven architectural solutions across residential, hospitality, commercial, and mixed-use developments. The firm is committed to design excellence, technical precision, and seamless project execution, supported by a collaborative and performance-driven work culture.

Role Purpose

The **Team Head – Architecture** is responsible for **end-to-end leadership of multiple projects and teams**, ensuring delivery excellence across design, technical documentation, and execution.

This role acts as the **bridge between leadership vision and project execution**, driving design quality, operational efficiency, and client satisfaction while mentoring teams and optimizing internal processes.

Key Responsibilities

1. Design Governance & Creative Leadership

- Define and uphold the **design philosophy and quality benchmarks** across all assigned projects
- Lead **concept design direction**, ensuring innovation, functionality, and contextual relevance
- Review and approve **concepts, master planning, and design development outputs**
- Ensure alignment with **client brief, brand standards, and commercial viability**
- Drive design consistency across multiple teams and project typologies
- Intervene in critical design stages to resolve high-level design challenges

2. Multi-Project Leadership & Delivery Control

- Oversee **multiple concurrent projects** across stages (concept to execution)
- Establish **project timelines, deliverables, and milestone tracking systems**
- Monitor project health in terms of **time, cost, quality, and risks**
- Ensure projects are delivered **within agreed timelines and budgets**
- Conduct periodic **project reviews and performance audits**
- Escalate critical issues to senior leadership with actionable solutions

3. Team Leadership & Capability Building

- Lead a team of architects across levels, ensuring **clear role allocation and accountability**
- Mentor Senior Architects and guide them in managing their respective projects
- Conduct **regular team reviews, feedback sessions, and performance evaluations**
- Identify skill gaps and drive **training, upskilling, and knowledge-sharing initiatives**
- Foster a **collaborative, disciplined, and high-performance work culture**
- Ensure optimal **resource allocation and workload balancing** across projects

4. Client Leadership & Relationship Management

- Act as the **primary design and technical interface for key clients**
- Lead **client presentations, design discussions, and approvals**
- Translate client requirements into **clear design and execution strategies**
- Manage client expectations related to **timelines, deliverables, and project constraints**
- Build long-term relationships leading to **repeat business and referrals**
- Handle escalations and ensure **client satisfaction at all project stages**

5. Consultant & Stakeholder Integration

- Oversee coordination with **Structural, MEP, Landscape, Lighting, Façade, and other consultants**
- Ensure **seamless integration of multidisciplinary inputs** into design deliverables
- Lead high-level **coordination meetings and technical workshops**
- Resolve complex **design conflicts, clashes, and execution challenges**
- Ensure consultants adhere to **timelines and quality standards**

6. Technical Leadership & Quality Assurance

- Establish and enforce **drawing standards, documentation protocols, and QA/QC systems**
- Review and approve:
 - Working drawings
 - Tender documentation
 - GFC drawing sets
 - Critical detailing packages
- Ensure compliance with:
 - Local bye-laws
 - NBC guidelines
 - Fire and safety regulations
 - Authority approvals
- Maintain **design integrity from concept to execution**

7. Site & Execution Oversight

- Provide strategic oversight during **construction and execution phases**
- Review and approve:

- Shop drawings
- Material submittals
- Mock-ups and samples
- Conduct **periodic site visits** for quality and design compliance checks
- Resolve **critical site issues and technical bottlenecks**
- Coordinate closely with **project management and execution teams**

8. Business Contribution & Growth Support

- Support leadership in **business development and project acquisition**
- Contribute to **proposal strategies, design pitches, and presentations**
- Provide inputs on **project costing, timelines, and feasibility**
- Identify opportunities for **process improvement and efficiency optimization**
- Strengthen the firm's **design positioning and market reputation**

9. Operational Excellence & Process Management

- Develop and implement **standard operating procedures (SOPs)** for design and documentation
- Streamline **internal workflows, approvals, and communication systems**
- Ensure structured **documentation, reporting, and project tracking mechanisms**
- Drive adoption of **technology tools (BIM, project tracking systems, etc.)**
- Improve overall **team productivity and delivery efficiency**

Key Performance Indicators (KPIs)

- Project delivery within **timelines and budgets**
- Design quality and **client satisfaction scores**
- Number of projects successfully delivered end-to-end
- Efficiency in **team utilization and resource planning**
- Reduction in **design errors, rework, and site issues**
- Team performance, retention, and skill development
- Success in **client retention and repeat business**

Required Qualifications

- Bachelor's or Master's Degree in Architecture
- **12–18 years of professional experience** in reputed architecture/design firms
- Proven track record of **leading teams and delivering multiple projects simultaneously**

Technical Skills

- Advanced proficiency in **AutoCAD (mandatory)**
- Strong working knowledge of **SketchUp, Adobe Suite**
- **Revit/BIM proficiency preferred**
- Deep understanding of **construction techniques and detailing**
- Strong knowledge of **regulatory approvals and compliance frameworks**

- Exposure to **large-scale and premium projects** preferred

Core Competencies

- Leadership & team management
- Strategic thinking & decision-making
- Strong client-facing and negotiation skills
- High-level coordination and problem-solving ability
- Time management and multi-project handling
- Ownership, accountability, and result orientation
- Attention to detail with a big-picture mindset