

Role summary

We believe the best architecture comes from a synthesis of all the elements that separately comprise and inform the character of a building: the structure that holds it up; the services that allow it to function; its ecology; the quality of natural light; the symbolism of the form; the relationship of the building to the skyline or the streetscape; the way you move through or around it; and last but not least its ability to lift the spirits.

Role definition

Job Title: Architect

Reporting to: Partner of the current project on a day to day basis and ultimately to the Senior Partner

Responsibilities

- Understand the design project
- Prepare, and develop where required, drawings, models, images and other documents relating to the design
- Assist where required in the co-ordination of the internal design team
- Take responsibility, where required by the project leader, for specific areas of the design and project development
- Liaise, where appropriate, with members of the external design team and other associated organisations or companies
- Thorough knowledge of and compliance with Foster + Partners procedures and standards
- Contribute, or otherwise assist, as required

Qualities and skills required

- Legally able to work in the country in which the position is based
- Ability to understand and formulate design decisions and present for discussion
- Ability to use a variety of media in the development and documentation of a design project
- Ability to take initiative in response to direction or instruction
- Ability to work well under pressure and meet deadlines efficiently
- A flexible and open attitude towards new ways of working and commitment to independent, life long learning
- Excellent organisational skills
- Able to manage sensitive and sometimes confidential information
- Self motivated and able to take responsibility
- Able to demonstrate initiative and a proactive approach to daily tasks
- Good interpersonal skills and able to work independently and as part of an effective team

- Flexible attitude
- Able to build good relationships at all levels, internally and externally
- Resilient to cope with conflicting demands, able to prioritise duties and work effectively under pressure while remaining calm and professional at all times

Desirable

- Understanding of the architect's role in the co-ordination and integration of project information and management
- Ability to assist with the management of junior assistant architects on the team
- Understanding of financial aspects of running a design project on time and on budget
- Ability to use some of the following: Revit, PhotoShop, Illustrator, InDesign, Internet Explorer, Word, Excel, Outlook, PowerPoint

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.

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