

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 coordination 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
- Seek and record evidence of continuing professional development (CPD) and an annual Personal Development Plan (PDP) in accordance with the requirements of the RIBA (or equivalent as applicable, e.g., AIA, National Administration Board of Architectural Registration (NABAR))
- Thorough knowledge of and compliance with Foster + Partners procedures and standards
- Equity, diversity & inclusion (EDI) is a core priority. To support and champion the embedding of this focus as a collective workforce responsibility, EDI should be integrated, where relevant, into all workstreams.
- Contribute, or otherwise assist, as required

Qualities & Skills Required

Essential

- Able to demonstrate ability to undertake the above responsibilities
- 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, lifelong 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 architects 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: MicroStation, 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 postholder 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 postholder.