

## Role Definition

职位: 建筑师

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

**汇报:**每天向当前项目负责人汇报, 并最终向高级合伙人汇报

## Responsibilities

职责

- To understand the design project
  - To prepare, and develop where required, drawings, models, images and other documents relating to the design
  - To assist where required in the co-ordination of the internal design team
  - To take responsibility, where required by the project leader, for specific areas of the design and project development
  - To liaise, where appropriate, with members of the external design team and other associated organisations or companies
  - To 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)
  - Thorough knowledge of and compliance with Foster + Partners ("F+P") procedures and standards
  - To contribute, or otherwise assist, as required
- 理解设计项目
  - 在有需要时为设计准备并提供图纸、模型、影像及其它相关文件
  - 在有需要时为内部设计团队提供帮助
  - 在项目负责人要求下, 对某一区域的设计或项目开发负责
  - 在适当的情况下与外部设计团队、其他相关组织或公司人员进行联络
  - 按照英国皇家建筑师学会(或相当机构, 如美国建筑师协会)要求, 寻求持续职业发展(CPD)并进行年度个人发展规划(PDP), 并留存相应记录。
  - 充分了解并遵守福斯特("F+P")流程和标准
  - 按照要求完成工作或提供帮助

## Qualities & skills required

任职资格和技能

### Essential

基本要求

- 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, 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
- 具备完成上述要求的能力
- 具备在乡村工作的法律能力
- 有能力理解、形成设计方案并提供讨论意见
- 能够在设计项目的开发和文件编制过程中运用多种媒体
- 能够积极主动地相应指示和命令
- 能胜任压力下的工作并按时、有效地完成工作
- 能接受和适应新的工作方式，愿意独立并终生学习
- 高超的组织能力
- 能够管理敏感及机密信息
- 能够积极主动地承担责任
- 能够在日常工作中显示出主动性与前瞻性
- 具有良好的人际交往能力，能够独立工作，也能够在高效的团队中工作
- 灵活的态度
- 能够在各个层面建立良好关系，包括内部与外部
- 能够有弹性的处理需求冲突，能够优先承担责任并在高压下保持冷静及专业的态度

### **Desirable**

- Understanding of the architects role in the co-ordination and integration of project information and management

### **期望技能**

- 理解建筑师在协调、整合项目信息

## 及管理中的角色

- 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
- 能够帮助管理团队中的初级助理建筑师
  - 能够从财务层面理解按时并在预算内完成项目的意义
  - 能使用以下软件中的一部分：**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 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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这份介绍描述了该职位的核心工作内容，但这并不是全部，团队及部门中要求的其他具体职责可能会根据实际需要而不时地作出调整。任职者要料及该要求并能够灵活的适应工作要求。职位需求会根据组织的需要被灵活的评估，任何重大变化都会与任职者进行协商。

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