

Foster + Partners

Role Definition

Job Title: Architectural Researcher
Reporting to: Publications and Research Manager on a day-to-day basis and ultimately to the Head of Communications

Responsibilities

- Production of research for individuals, project teams and departments within the practice under tight deadlines, including (but not limited to): reports, picture research, presentations, publications, papers, journal articles, data and information.
- Undertake research for potential projects and clients.
- Ongoing collection of data, reports and articles as needed by the Publications and Research Manager.
- Remain updated and informed on developments relating to the built environment industries.
- Ensure all research output adheres to the highest standards of accuracy and, where necessary, is grounded in a contextual understanding of the teams' requirements.
- Administration, distribution and answering of email general enquiries received via the Practice's website.
- Work collaboratively, when required, with the Publications and Research Manager and other Architectural Researchers to ensure appropriate and effective distribution of tasks and timely and accurate delivery research work.
- Provide general support as required and administrative assistance where necessary to the Publications and Research Manager and Head of Communications.
- Support the work of the Library, Special Collections and Publications teams as required
- Thorough knowledge of and compliance with Foster + Partners' administrative procedures and standards.

Qualities and skills required

- Able to demonstrate the ability to undertake the above responsibilities
- Legally able to work in the country in which the position is based
- Fluency in English (written and spoken) is essential
- Educated to a degree level (required) or Masters level (preferable) in architecture, architectural history and/or theory, or other related field
- A demonstrable interest in architecture, urbanism, design and the arts
- Experience in a research field and understanding of research methodologies
- Good communication skills
- Able to work under pressure and to tight deadlines
- Methodical, accurate and consistent attention to detail
- Excellent organisational skills
- Able to ensure that discretion is exercised when dealing with sensitive information and that appropriate confidentiality is maintained at all times
- Self-motivated and able to take responsibility
- Able to manage and prioritise tasks and time effectively
- 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 work additional hours as necessary to meet deadlines and fulfill the responsibilities of the position
- Appreciation of, and commitment to, the business of the practice

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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.

May 2022