

Role summary

We have an exciting opportunity for an Associate MEP Design Manager to be part of our dynamic multidisciplinary engineering team in London. You will be required to work autonomously or with a team to develop the successful projects through clear strategy and proactive commitment nationally and internationally.

The role involves review and management of the MEP engineering disciplines and MEP delivery of large-scale projects, attending project meetings, overseeing MEP engineering activities, and ensuring design completeness and quality compliance. The role will provide crucial technical support, contribute to project reporting, and represent the company professionally. Strong knowledge of international industry standards and regulations, experience in MEP design capacities, and a commitment to equity, diversity, and inclusion are essential qualities.

Role Definition

Job title: MEP Design Manager (Associate)
Reporting to: Partner and/or MEP Project Lead on day-to-day basis and ultimately the Senior Partner

Responsibilities

- Good Knowledge of MEPF systems, relevant legislations, standards, regulations, guides and good practise nationally and internationally as appropriate, having hands-on engineering design experience from any one of the MEP disciplines; including mechanical, public health or electrical engineering.
- Project and design management, team leadership and project delivery.
- To attend, and chair where appropriate and working with project lead, meetings with the Client, the sub consultants, specialist contractors, internal design team and other team members where required.
- Manage meeting minutes and actions, manage the design process and coordinate MEP engineering activities relating to the project including the management of engineering sub-consultants.
- Ensure efficient project, team and external partners/sub-consultant management, pre and post contract.
- Support project delivery, project team performance and ensure project performance.
- Undertake project scope and contract reviews to ensure quality and deliver against contractual obligations.
- Work with Project lead, provide effective and timely assistance, technical advice and support during the project, and oversee the project teams responsible for producing it.
- To contribute to Project Reporting, and Project Meetings where appropriate and manage input from others.
- Take ownership for MEP engineering design delivery on significant sized projects.
- To interrogate the design for completeness and quality in compliance with Foster + Partners procedures and standards and be an active participant in all aspects of quality assurance and project performance.
- Ensure programme, project and design procedures and protocols are implemented and adhered to by the design team.
- Managing, agreeing and tracking of RFIs, client decisions and approval procedures, ensuring submissions align with client expectations.
- Supporting with communication and management of key information between different disciplines within the team.

- Produce project delivery plans and schedule of key dependencies, MEP design activities and milestones following liaison with all Design Team members by understanding the project scope of works.
- Monitor MEP design progress and identify areas of risk/ concern that are approaching.
- Identification of MEP design deliverables, who they will be prepared by and when they need to be delivered.
- Represent the company both externally and internally in professional and diligent manner always.
- To fulfil the Practice's overall objective in producing first class architecture and engineering on time and on budget.
- Solid technical understanding of own core MEP engineering discipline with good understanding of the role of the building services engineer within the design team in an architectural and engineering consulting environment.
- To contribute to MEPF Group management activities, as required by the Partner and/or the Senior Partner.
- Contribute, or otherwise assist, as required
- 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.
- Thorough knowledge of and compliance with F+P procedures and standards

Qualities and Skills required

- Able to demonstrate ability to undertake the above responsibilities
- Legally able to work in the country in which the position is based
- Above 7 years experience as either a mechanical, electrical or public health engineer and/or Design Manager / Technical Services Manager on significant projects
- Qualified as a Chartered Engineer and degree in engineering.
- MCIBSE/MIET/MIEE/IMechE Professional Membership Registration.
- Experience working with a design consultancy and/or contractor in an MEP capacity, with track record of successful project delivery
- Proven experience in working alongside multidiscipline design teams with a solid understanding and empathy of the design process.
- Experience of working in a team environment is essential.
- Deep understanding and knowledge of design and construction processes.
- Good technical understanding of MEP engineering disciplines and the role of the building services engineer within the design team.
- Good understanding of other disciplines and specialisms engaged in the design of the built environment.
- Able to demonstrate ability to undertake the above responsibilities.
- Good understanding of international Building Regulations and industry standard design reference material
- Ability to use initiative in response to demands of project.
- Able to negotiate and communicate well in graphical, written or verbal forms including ability to listen and to understand others.
- Awareness of financial aspects of running a design project on time and on budget.
- A flexible and open attitude towards new ways of working and a proven commitment to independent, lifelong learning.
- Excellent attention to detail, organisational skills and use of initiative in response to demands of project.
- Good interpersonal and communication skills and able to work independently and as part of an effective team.
- 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.
- Good working knowledge of Microsoft Office suite (Word/Excel/Outlook/PowerPoint).
- Enthusiastic, driven and dynamic self-starter with career progression aspirations.
- Ability to forge strong people relationships.
- Ability to keep clear and accurate records and reports.
- Ability to work well either alone or as part of a team under own initiative.
- Appreciation of different type of contracting agreements within architectural and engineering design.
- Flexible and willing to travel to service international projects and customers.
- Client facing with strong presentation skills.
- Sound knowledge & working application of key health and safety issues and legislation
- International project experience

Qualities and Skills required

- Track record of project delivery in BIM
- Broad understanding of sustainable design and the role of MEP systems design in the built environment
- Familiarity with International design standards such as ASHRAE, including 55, 62.1, 90.1 etc.
- Ability to use Adobe Creative Suite software
- Experience in development and implementation of design management tools and procedures
- Bluebeam and Navisworks.
- LEED qualified or having working familiarity with environmental assessment methods such as LEED/BREEAM/WELL etc.

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.