

## Role summary

Foster + Partners is one of the world's leading consultancies providing integrated project design services for many significant and challenging projects in the UK and globally. It has a turnover of circa £200 million and about 200 ongoing projects at any one time. Foster + Partners is based in its London office but has several other offices worldwide.

We are seeking an individual from a building design or construction related services background, who is experienced in dealing with all commercial aspects of potential architectural projects and bids and provide commercial support to ongoing projects through to completion. The successful applicant will work within our commercial management team and closely liaise with our legal and other support teams.

## Role definition

**Job Title:** Commercial Manager  
**Reporting to:** Head of Commercial

## Responsibilities

- Manage all financial aspects of potential project (i.e. new business) commercial bids including liaising with other support teams, including:
- Review resourcing estimates in relation to precedent project resourcing information
- Calculate fees based on established internal criteria
- Prepare fee proposals and other documentation required for commercial bids
- Coordinate the negotiation of the terms of Client Appointments, Sub-consultancy Agreements etc
- Ability to report on the above both clearly and concisely to inform commercial decisions
- Liaise with all design and support teams within the practice in relation to the various potential projects and projects, including providing advice on project structure, contractual arrangements, commercial strategies including local market intelligence, project programmes, design scopes, fees and payments etc

## Qualities & Skills required

### Essential

- University degree in relevant discipline such as architecture/engineering/business administration (or similar/equivalent), preferably with a construction focus
- Previous experience in project, commercial and/or contract management in the building design or construction industry
- Capable of conducting detailed potential project reviews with support from the wider project team, to identify relevant information vis-a-vis commercial, contractual and delivery obligations
- Understanding of construction processes and procurement strategies
- Application of robust and methodical analytical skills regarding design service delivery.

- Demonstrable ability to assess and interpret contractual obligations (with input from internal Legal team)
- Ability to provide clear and concise advice to project staff on commercial and contractual matters for potential and ongoing projects
- Awareness of (and preferably experience in) a variety of construction sectors and project types, and/or international markets

**Desirable:**

- Confident in a client facing environment, with good presentational skills and natural gravitas, and excellent relationship development skills at all levels
- Tenacious, determined, and self-managing
- Commercially astute, with strong analytical and numeracy skills
- Able to manage and prioritise tasks and time efficiently, and to work under pressure and to tight deadlines while always remaining calm and professional
- Excellent written and verbal communication skills in English (other languages would be an advantage)
- Strong negotiation skills
- Methodical, accurate and consistent attention to detail
- Excellent IT skills and knowledge of relevant software
- Excellent organisational skills
- Able to manage sensitive and confidential information

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.