

Role Summary

We have an exciting opportunity for a **Design Manager** to join our dynamic, multidisciplinary engineering team in London. The successful candidate will work independently or collaboratively to drive project success through clear strategic direction and proactive engagement, both nationally and internationally.

This role involves the project and design management of environmental engineering disciplines within the team, including MEPF Engineering, Sustainable Environmental Design, Architectural Lighting Design, and Vertical Transportation. Responsibilities include day-to-day project controls, coordination of people and activities on large-scale multidisciplinary project delivery, participation in project meetings, oversight of engineering activities, and ensuring design completeness and compliance with quality standards.

The Design Manager will provide essential technical coordination, contribute to project reporting, and represent the company professionally. The ideal candidate will be highly organised, proactive, and possess strong written and verbal communication skills. A solid understanding of international industry standards, frameworks, and regulations is required. Experience in MEPF design is desirable, and a strong commitment to equity, diversity, and inclusion is essential.

Job Title: Design Manager

Reporting to: Partner and/or Project Lead on day-to-day basis and ultimately the Senior Partner

Responsibilities

- Good knowledge of Environmental Engineering, including MEPF systems, relevant legislation, standards, regulations, guidelines, and best practices—both nationally and internationally, as appropriate. Hands-on engineering design experience in at least one of the following disciplines is essential: Mechanical, Public Health, Electrical, Sustainability, Lighting, BIM, or Civil Infrastructure (Utilities) Engineering.
- Project and design management, teamwork, and project delivery, ensuring Design Manager Overview (DMO) is always maintained from project kick-off to completion.
- To attend, and chair where appropriate, and work with the project lead, meetings with the Client, the sub consultants, specialist contractors, internal design team, and other team members where required.
- Assists with coordination between different disciplines across the environmental engineering group, both internal and external.
- Supports management of RFIs, technical clarifications, client decisions, and discipline key tasks/actions.
- Able to communicate effectively between different disciplines, both written and verbal.
- Support with recording and consolidating meeting notes and minutes, and ensure effective management of information.
- Work with project design management and engineering leads, providing 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.
- 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.
- Coordinate with partners, project and design managers, and teams' communication to produce bid documents, RFPs, scopes, and prepare resource plans; support with maintaining the bids tracker and chairing weekly 'Go/No-Go' meetings.
- Help with coordinating staff resource calculations, assisting with staff availability and spend-vs-planned reporting.
- Assist with preparing scopes of services templates for environmental engineering (MEPF, SED, ALD, VT) to suit specific project bids.
- Support with subconsultant engagement; issuing NDAs, RFPs, and proposal packs, and arranging related meetings

- Support senior staff in delivering projects, coordinating meetings, including preparing reports, action trackers, and coordinating multidisciplinary activities.
- To fulfil the Practice's overall objective in producing first class architecture and engineering on time and on budget.
- To contribute to EE Group management activities, as required by the Partner and/or the Senior Partner.

Qualities and skills required

- Over three years of experience in one or more of the following disciplines: Mechanical, Electrical, Public Health, Sustainability, Lighting, BIM, Civil Infrastructure (Utilities), and/or Project and Design Coordination and Management on significant projects.
- A degree in engineering from one of the core disciplines listed above is strongly desirable.
- MCIBSE/MIET/MIEE/IMechE/APM/Prince2 (or equivalent) Professional Membership Registration and/or on route to obtaining Chartership Status.
- Experience working with a design consultancy and/or contractor.
- Proven experience in working alongside multidisciplinary design teams with an understanding and empathy for the design process.
- Experience working in a team environment is essential.
- Knowledge of project and design management using industry-standard frameworks (e.g., RIBA, AIA, BSRIA), with strong technical knowledge of environmental engineering and building services roles, and a solid understanding of project scopes, deliverables, and contracting agreements in architectural and engineering design.
- Strong technical understanding of environmental engineering disciplines and the role of the building services engineer within the design team, with an appreciation for other disciplines and specialisms involved in designing the built environment.
- Good understanding of international Building Regulations and industry standard design reference material
- Ability to use initiative in response to the demands of the project.
- 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.
- Experienced in the development and implementation of design management tools and procedures
- Excellent working knowledge of the 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.
- Flexible and willing to travel to serve international projects and customers.
- Client-facing with strong presentation skills.
- Sound knowledge & working application of key health and safety issues and legislation

Desirable

- Ability to use Adobe Creative Suite software (InDesign), Bluebeam, and working knowledge of project collaboration and delivery software such as BIM 360, ACC etc.
- Experience in the development and implementation of design management tools and procedures
- LEED qualified or having working familiarity with environmental assessment methods such as LEED/BREEAM/WELL etc.
- International project experience

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