

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 to join our planning and resource team, a key part of our Management Group, to work closely with our Studios and wider Design Teams to evaluate the needs of potentials and projects, mapping out and planning the resources needs over the lifecycle of the project to ensure resources are allocated efficiently.

Role Definition

Job Title: Design Resource Planner
Reporting To: Head Planner on a day-to-day basis and ultimately the Head of Management Group

Responsibilities

- The preparation of design team resource forecasts for our potential projects to support the Commercial Managers in the preparation of fee proposals
- Liaison with Studio Senior Partners and Partners as well as Finance / HR when required for our global potentials, when preparing design team forecasts
- The preparation, and updating, of outline and detailed design programmes for use within proposals
- Assist in the allocation of design team resources and data entry for all ongoing projects
- the allocation of architectural resources and Data entry for all ongoing projects
- 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 Foster + Partners 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.
- Experience in preparing resource forecasts in the construction industry, preferably within a design consultancy
- Understanding of the design process / tender / procurement and construction process.
- Methodical, accurate and consistent attention to detail
- Good interpersonal skills and able to work independently and as part of an effective team assisting and supporting team members
- Able to build good relationships at all levels, internally and externally
- Resilient to cope with conflicting demands, able to prioritize duties and work effectively under pressure while always remaining calm and professional
- Computer literate with proficiency in relevant software (e.g. Power Project, Excel)
- Able to self-check work and produce accurate output
- Enthusiastic and flexible attitude
- Fluency in written and spoken English, additional language skills is a bonus
- 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.
- Flexible attitude.
- Able to build good relationships at all levels, internally and externally.
- Able to work as part of an effective team assisting and supporting team members.

Desirable

- Experience in Project Planning, the Design, Architecture or Engineering industries

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 postholder.