

**Role Definition**

**Job title:** Interior Designer  
**Reporting to:** Project Leader / Job Captain of the current project on a day to day basis and ultimately to the Senior Partner

**Responsibilities**

- To understand the design project.
- To prepare, and develop where required, drawings, models, images, material & mood boards and other documents relating to the design.
- To assist where required in the co-ordination of the internal design team.
- To take responsibility, where required by the project leader, for specific areas of the design and project development.
- To liaise, where appropriate, with members of the external design team and other associated organisations or companies.
- To assist in reviewing drawings, mock ups, materials, and finish samples submitted by project contractors.
- To seek continuing professional development.
- 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****Essential**

- Able to demonstrate ability to undertake the above responsibilities.
- Legally able to work in the country in which the position is based.
- Have an Industry recognised diploma or degree in Interior design or Architecture.
- Able to understand and formulate design decisions and present for discussion.
- Able to integrate design requirements with architecture.
- Able to use a variety of media in the development and documentation of a design project.
- Able to work well under pressure and meet deadlines efficiently.
- Able to take initiative in response to direction or instruction.
- Excellent organisational skills.
- Able to manage sensitive and sometimes confidential information.
- Flexible and open attitude towards new ways of working and commitment to independent, lifelong learning.
- Able to manage and prioritise tasks and time efficiently.
- Self-motivated and able to take responsibility.
- Able demonstrate initiative and a proactive approach to daily tasks.
- Willingness to listen and learn from all members of the team.
- Good interpersonal skills and able to work independently and as part of an effective team.
- Flexible attitude.
- Able to build good relationships at all levels, internally and externally.
- Excellent written and verbal communication skills.
- Able to work as part of an effective team assisting and supporting team members.

- Resilient to cope with conflicting demands, able to prioritise duties and work effectively under pressure.
- Must be proficient in Revit.
- Able to use some of the following: Revit, Rhino, Autocad, Enscape, PhotoShop, Illustrator, InDesign.

**Desirable**

- Understanding of the designer's role in the co-ordination and integration of project information and management.
- Understanding of the interoperability workflows between the various design tools throughout all the stages of a project.
- Deep Understanding of materiality and FF&E.
- Able to assist with the management of junior assistant designers on the team.
- Understanding of financial aspects of running a design project on time and on budget.
- Experience working in multi-disciplinary office. Understanding the workflow in-between different architectural relevant practices (architecture, landscape, lighting, furniture, signage etc).
- Engagement in different stages of design phases (concept – construction).

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.