

Role summary

The MEP Design position at Foster + Partners entails a multifaceted role in the management and delivery of significant-sized projects. This role involves 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 industry standards and regulations, experience in MEP capacities, and a commitment to equity, diversity, and inclusion are essential qualities.

Role Definition

Job title: MEP Design Coordinator / Manager

Reporting to: Partner and/or MEP project lead on a day-to-day basis and ultimately the Senior Partner

Responsibilities

- Attend project meetings and manage meeting minutes and coordinate MEP engineering activities relating to the project including the management of engineering sub-consultants
- 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.
- To 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
- To attend, and chair where appropriate and working with project MEPF design lead, meetings with the Client, the sub consultants, specialist contractors and other team members
- Represent the company 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
- Review and management of project from inception to post construction duties
- Good Knowledge of relevant legislations, standards, regulations, guides and good practise
- To contribute and assist, as required by the Project Leader, 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

- Experience at Design Coordinator / Technical Services Coordinator level on significant projects
- Experience working with a design consultancy and/or contractor in an MEP capacity
- Broad understanding and knowledge of design and construction processes
- Qualified or in the process to be a Chartered Engineer and a degree in
- Solid technical understanding of own core engineering discipline with general understanding of the role of the building services engineer within the design team
- Broad understanding of other disciplines and specialisms engaged in the design of the built environment
- Able to demonstrate ability to undertake the above responsibilities
- Legally able to work in the country in which the position is based

- Excellent organisational skills
- Good understanding of UK 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
- Broad understanding 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
- 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
- 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
- Resilient to cope with conflicting demands, able to prioritise duties and work effectively under pressure.
- Able to work as part of an effective team assisting and supporting team members

Desirable

- International project experience
- 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
- 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. The specific level within the organization and corresponding authority will be determined based on the candidate's experience and seniority within the field. Foster + Partners is committed to providing opportunities for candidates at various career stages and will assess each applicant's suitability for the position accordingly.

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.