

## **Role summary**

We are looking for experienced Materials Researchers to join our growing Materials Research Centre. Providing an information and research service for the practice, the Materials Research Centre and the Information Centre together look at current and new materials, products, companies, technology, innovation, sustainability and technical issues. The MRC is an in-house reference that houses over twenty thousand samples of materials and products. The IC is a physical library of product literature including brochures, catalogues and technical information.

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## **Role definition**

**Job Title:** Materials Researcher – Technical

**Reporting to:** Head of Information Centre/ MRC on a day to day basis and ultimately to the Senior Partner

## **Responsibilities**

- The provision of a daily information and research service
- Assist Architects/Designers in locating materials/products/ companies for projects
- Seek out new and alternative materials for projects as and when required
- Capture information on materials/products/companies used on Foster + Partner projects
- Production of an internal newsletter of new materials, technologies, seminars and events
- Organisation of CPD's, seminars and presentations
- Assist in the organisations of exhibitions showcasing differing materials and technologies
- Coordinate the booking and organisation of the MRC for client presentations, meetings etc.
- To contribute, or otherwise assist as required
- In-depth research on thematic issues of materials and technologies
- High level evaluation of material / product information on the basis of accuracy, validity, importance and appropriateness for relevant building/ construction application.
- The provision of evaluated information related to the sustainability of material options.

## **Qualities and skills required**

- Demonstrate highly developed analytical and research skills.
- Demonstrate understanding of sustainability in the broader context of climate change.
- Basic knowledge of building systems and construction techniques
- An understanding of the performance characteristics of materials such as emissivity, hardness etc. is desirable
- Experience in conducting LCAs and interest in environmental product labelling a plus
- A knowledge of sustainable accreditations such as LEED, WELL etc. is desirable
- Knowledge and experience of circular economy advantage.
- Knowledge of resilient design and material health an advantage
- Well-developed problem-solving, systems thinking, quantitative, and critical thinking skills; intellectual curiosity preferred

- Strong computer skills for data analysis and manipulation, as well as database development an advantage
- Highly motivated and detail oriented with the ability to work independently and in close collaboration with team members
- Able to demonstrate ability to undertake the above responsibilities
- Good research skills
- Good computer skills including Microsoft Word, Excel, Outlook, Adobe Photoshop and InDesign
- Excellent written and verbal communication skills
- Professional and confident telephone manner
- General understanding of architecture terminology
- Able to demonstrate initiative and a proactive approach to daily tasks
- Methodical, accurate and consistent attention to detail
- Excellent organisational skills
- Able to manage sensitive and sometimes confidential information
- Self- motivated and able to take responsibility
- 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
- Legally able to work in the country in which the position is based
- Resilient to cope with conflicting demands, able to prioritise duties and work effectively under pressure while remaining calm and professional at all times

## **Desirable**

- Qualification or experience in Engineering, Environmental Consultancy, Industrial Design and Architecture an advantage.

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.

May 21