

Role Definition

Job title: Materials Researcher (for the Materials Research Centre)
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.
- Provision of information on the materials/companies located in the MRC.
- Assist the Architects/Designers in locating materials/products/companies for their relevant projects.
- Provide information on alternative materials or materials not previously considered
- The maintenance and updating of the MRC sample library.
- Digitally photographing and the databasing of new samples coming into the MRC.
- Maintain the organisation of the existing samples in the MRC, identify gaps in the sample library.
- Updating existing samples in the MRC by regular contact with representatives of the Manufacturers/companies via phone, meetings etc.
- Oversee and carry out research for architects on any aspect of their projects.
- Maintain company and contact database.
- Carry out detailed research/ongoing research for partners and senior partners.
- In-depth research on thematic or sustainable issues of materials and technologies.
- The provision of information related to the sustainability of material options.
- Undertake in-house or collaborate with industry in material/product development and experimentation.
- Facilitate Knowledge Management.
- Provide knowledge feedback on the correct usage of different types of materials in different applications.
- Provide knowledge feedback on materials/products/companies used on Foster+ Partners Projects.
- Encourage knowledge sharing within the practice by directing architects to 'experts' within the practice who are particularly knowledgeable in particular areas of building and construction.
- Capture knowledge on materials/products/companies used on Foster + Partners projects and database the information.
- Responsible for producing a monthly MRC newsletter of new materials, technology, interesting seminars and events.
- Responsible for organising CPD's, seminars, presentations etc.
- Arrange informal evening events showcasing differing materials and technologies.
- Responsible for the promotion of the MRC and its use within the practice.
- Oversee and produce reference booklets for material types.
- Coordinate the booking of the MRC for client sample presentations, meetings etc.
- Thorough knowledge of and compliance with Foster + Partners procedures and Standards.
- To contribute, or otherwise assist as required.

Qualities, skills and experience required

- Able to demonstrate ability to undertake the above responsibilities.
- Legally able to work in the country in which the position is based.
- A knowledge of sustainable accreditations such as LEED, WELL is desirable.

- Knowledge of architecture terminology, building systems and construction techniques.
- An understanding of the performance characteristics of materials such as emissivity, hardness etc. is desirable.
- Experience in conducting LCA's and knowledge of environmental product labelling.
- Good research skills.
- Highly motivated and detail orientated with the ability to work independently and in close collaboration with team members.
- Strong computer skills for data analysis and manipulation, as well as database development an advantage.
- Good computer skills including Microsoft Word, Excel, Outlook, Adobe illustrator, Photoshop and InDesign.
- Excellent written and verbal communication skills and professional and confident telephone manner.
- Able to demonstrate initiative and a proactive approach to daily tasks.
- Excellent organisational skills and flexible attitude.
- Able to manage sensitive and sometimes confidential information.
- Self motivated and able to take responsibility.
- Methodical and accurate and consistent attention to detail.
- 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 while remaining calm and professional at all times

Desirable

- Qualification or experience in Industrial Design, Architecture, Environmental Engineering, Structural Engineering, Civil Engineering.

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.

January 2022