

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.
- 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 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
- 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

Qualities and Skills required

- Able to demonstrate ability to undertake the above responsibilities

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- Legally able to work in the country in which the position is based
- Good research skills
- Good computer skills including Microsoft Word, Excel, Outlook, Adobe illustrator, Photoshop and InDesign
- Experience of maintaining a database
- 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
- 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
- Methodical and accurate and consistent attention to detail
- Flexible attitude
- Able to build good relationships at all levels, internally and externally
- Able to remain calm and resilient at all times
- Resilient to cope with conflicting demands, able to prioritise duties and work effectively under pressure while remaining calm and professional at all times
- Able to work as part of an effective team assisting and supporting team members

Desirable

- Qualification or experience in Industrial Design or Architecture

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.