

## **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+ 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.
- 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****Essential**

- Able to demonstrate ability to undertake the above responsibilities.
- 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.