

## Role Definition

**Job Title:** Modelmaker

**Reporting to:** Workshop Manager and Modelshop Partners on a day to day basis and ultimately to Senior Partner

This position is responsible for producing high quality models, prototypes and mock-ups and be involved in the preparation of exhibitions and presentation material. There will be a requirement to be able to work independently and as a part of an effective team. The position requires a high degree of responsibility, discretion and confidentiality.

## Responsibilities

- Ability to run small to medium size projects independently as instructed by Modelshop Partners and/or Workshop Managers
- Written approval must be obtained from Modelshop Partners prior to any data/information being exchanged externally to Foster+Partners
- Assist with preparing exhibitions and presentations offsite as instructed by Modelshop Partners and/or Workshop Managers
- Take instructions and assist Workshop Managers, Project Supervisors and Senior Modelmakers in all aspects of daily duties
- Assist sketch model technician when required
- Assist with unloading and promptly storing deliveries of materials to the workshop
- Assist with the safe lifting and moving of models within the office campus under direction of Modelshop Partners and/or Workshop Managers
- Ensure the workshop is left in a tidy manner at the end of each day
- Report all unsafe practices to the Workshop Managers immediately
- Work to the Health & Safety ("H&S") requirements
- Ensure all works are carried out using the relevant personal protective equipment ('PPE')
- Obtain written approval from Modelshop Partners before any external person/company may attend the modelshop
- Obtain written approval from Modelshop Partners before photographing models
- Need to ensure that the highest security is maintained at all times in the department (day and night) from the possibility of intruders, uninvited guests and deliveries
- Ensure all external doors remain closed, locked or restricted by Foster + Partners internal card access system
- Ensure the timely completion of timesheets, accident reports, sick self-certification forms and holiday requests (according to minimum notice periods)
- Ensure thorough knowledge of and compliance with Foster + Partners ("Foster + Partners") procedures and standards
- Ensure thorough knowledge of and compliance with modelshop rules and procedures
- To contribute, or otherwise assist, as required

## 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
- Qualified to a minimum HND level, preferably Degree level, in relevant subject area or equivalent industry experience
- Able to demonstrate a high level of accuracy and ability of model making skills
- Able to demonstrate a good knowledge of workshop machinery to include circular saw, band saw, pillar drill, sanding disc, laser cutter, lathe and mill (CNC or Manual)
- Able to use relevant tools, machinery and power equipment within the H&S guidelines as

necessary for the completion of projects

- Able to understand architectural drawings and quickly decipher relevant information required
- Good level of 2D CAD skills required
- Basic level of 3D CAD skills required
- Able to work well within a team
- Able to manage and prioritise time and tasks efficiently
- Excellent organisational skills
- Able to manage sensitive and sometimes confidential information
- Able to work under pressure and to tight deadlines
- Able to remain calm and resilient at all times
- Good written and verbal communication skills and articulate and diplomatic manner
- Good interpersonal skills and able to build good relationships at all levels, internally and externally
- Able to work as part of an effective team assisting and supporting team members
- Self motivated and able to take responsibility
- Understanding and adherence to the modelshop principles at Foster + Partners
- Flexible attitude and willingness to learn new skills
- Able to demonstrate initiative and a proactive approach to daily tasks
- Resilient to cope with conflicting demands, able to prioritise duties and work effectively under pressure while remaining calm and professional at all times
- Understanding of the practice and philosophy of Foster + Partners
- Empathy with a creative environment
- Appreciation of, and commitment to the business of the Practice
- Understanding of project work within Foster + Partners
- Due to the nature of the position and the requirement to meet deadlines there will be a requirement to work additional hours as necessary

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.

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