

# Foster + Partners

## Role Definition

**Job Title:** Project Manager  
**Reporting to:** Head of the Project Management Group

## Responsibilities

- Provide a professional Project and Design Management service internally and externally, as set out in PMG's scopes of service
- Liaise with the PMG Planner and input into design and construction programmes
- Support the Architects in successful project delivery
- Monitoring, controlling and reporting project performance against budgets.
- Preparation of sub consultancy agreements including review of scopes.
- Accurate completion of required PMG reports.
- Producing quotes and managing change through Design Directives.
- Monitoring RFI's for technical queries and drawings.
- Chair and minute team meetings.
- Contribute to evolution of PMG documentation and methods.
- Thorough knowledge of and compliance with Foster + Partners procedures and standards
- Contribute or otherwise assist as required.

## Qualities & skills required

- Able to demonstrate the ability to undertake the above responsibilities
- Legally able to work in the country in which the position is based
- Computer literate, working knowledge of Asta Power Project is advantageous
- Formal qualification in Project Management or Architecture, Engineering, Surveying, Building or equivalent experience
- Excellent presentation skills
- Resilient to coping with conflicting demands
- Able to prioritise duties and work under pressure
- Excellent written and verbal communication skills – articulate and diplomatic manner
- Fluent in English language, both written and spoken
- Able to demonstrate initiative and a proactive approach to daily tasks
- Excellent interpersonal skills and able to work independently as well as part of an effective team
- Methodical, accurate and consistent attention to detail
- Excellent organisational skills
- Able to manage sensitive and sometimes confidential information
- Self motivation and ability to take responsibility
- Punctual and reliable
- Flexible attitude
- Able to build good relationships at all levels, internally and externally

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.