

## **Role summary**

Using the most up-to-date project management standards, the Design Management team provides support to the design teams. We play a key role throughout the design and construction phases, from scheduling, change control, and procurement to, payments and risk management.

We are seeking an individual from a building design or construction related services background, who is experienced in dealing with all commercial aspects related to potential architectural bids, appointment of consultants and provide commercial and contract support to ongoing projects through to completion.

## **Role definition**

Job Title: Project Manager  
Reporting to: Manager on a day to day basis and ultimately to the Head of Management Group

## **Responsibilities**

- Liaise with Senior Management with regards to all Potential Fees
- Fee calculations and reviewing appointments for potential projects and client chargeback of costs, liaison with Project Cost Controllers
- Assist the Project Partner in liaison with the resource Planner
- Collate and record information relating to Potential Fees and proposals
- Provide analysis of Potential Fees through reporting and gathering of information
- Thorough knowledge of and compliance with Foster + Partners procedures and standards
- Assist in the Agreement negotiation with the Owner's team
- Project setup once Agreement is signed (project execution plan, schedule, registers, etc...)
- Communicate in a timely manner Architect's obligations to the internal project team
- Manage change and risk as the design evolves
- Follow up on payments
- Advise on specification content with regard to achievability and compatibility with building contract and appointment
- Provide procurement advice to Job Captains
- Conduct site visits to review progress and check for contractor's compliance
- Assist Job Captains to maintain compliance and review project plans
- Advise on contract administration for Job Captains and assist with resolving contractual difficulties
- To contribute, or otherwise assist, as required
- Report regularly to line manager

## **Qualities & Skills required**

### **Essential**

- University degree in relevant discipline such as Project management, architecture or engineering, etc...
- Able to demonstrate the ability to undertake the above responsibilities
- Legally able to work in the country in which the position is based

- Previous experience in project, commercial or contract management in the building design or construction industry
- A relevant post graduate qualification
- Understanding of the design, procurement and construction process

- Application of robust and methodical analytical skills regarding design service delivery

- Demonstrable ability to assess and interpret contractual obligations (with input from internal Legal team)
- Commercially astute, with strong analytical and numeracy 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
- 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
- Accurate and consistent attention to detail
- Excellent organisational skills
- Able to manage sensitive and confidential information
- Self motivation and ability to take responsibility
- Flexible and positive attitude
- Able to build good relationships at all levels, internally and externally
- Able to remain calm at all times
- Appreciation of, and commitment to the business of the Practice
- Empathy with a creative environment
- Resilient with a good sense of humour
- Excellent IT skills and knowledge of relevant software
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**Desirable:**

- Strong negotiation skills
- Knowledge of using scheduling software such as P6 Primavera, Microsoft Project, etc..

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.