

## **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 programming, change control, and procurement to document control, payments and risk management.

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## **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 and 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

### **Desirable**

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.

October 20