

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.

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
- Advise on contract administration for Job Captains and assist with resolving contractual difficulties
- Assist with Project Management in liaison with the Planner and advise on construction programmes
- Assist Job Captains to maintain compliance and review project plans
- Conduct site visits to review progress and check for contractor's compliance
- Advise on specification content in regard to achievability and compatibility with building contract and appointment
- Maintain up to date knowledge of trade contractors and of current market situation
- Collate and record information relating to Potential Fees and proposals
- Provide analysis of Potential Fees through reporting and gathering of information
- Provide co-ordination of procurement advice to Job Captains
- Compiling schedules of Fee Proposals estimating values
- Thorough knowledge of and compliance with Foster + Partners procedures and standards
- To 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
- Background in the building or construction industry
- A relevant post graduate qualification
- Project management experience
- Understanding of the design process
- 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
- 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
- Flexible 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

Desirable

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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.

December 21