

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 & Skills required

Essential

- 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

Desirable

- 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
- Resilient

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.