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
- Contribute, or otherwise assist, as required
- Equity, diversity & inclusion (EDI) is a core priority. To support and champion the embedding of this focus as a collective workforce responsibility, EDI should be integrated, where relevant, into all workstreams.
- Thorough knowledge of and compliance with F+P procedures and standards

Qualities and Skills required

- Able to demonstrate ability to undertake the above responsibilities
- University degree in relevant discipline such as Project management, architecture or engineering, etc...
- 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.
• Excellent organisational skills
• Able to manage sensitive and sometimes confidential information
• Self motivated and able to take responsibility
• Able to demonstrate initiative and a proactive approach to daily tasks
• Good interpersonal skills and able to work independently and as part of an effective team
• Flexible attitude
• Able to build good relationships at all levels, internally and externally
• Resilient to cope with conflicting demands, able to prioritise duties and work effectively under pressure.
• Able to work as part of an effective team assisting and supporting team members

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.