

**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
- 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 Foster + Partners procedures and standards

**Qualities and Skills required**

- Able to demonstrate ability to undertake the above responsibilities.
- Legally able to work in the country in which the position is based.
- Excellent organisational skills.
- Demonstrable experience 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.
- 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.