

Role summary

This position is responsible for producing high quality models, prototypes and mock-ups and be involved in the preparation of exhibitions and presentation material. There is a requirement to be self-motivated, pro-active, advise and support junior team members and be able to work independent and as a part of an effective team. The position requires a high degree of responsibility, discretion and confidentiality.

Role Definition

Job Title: Senior Modelmaker

Reporting to: Workshop Manager and Assistant Head of Modelmaking on a day to day basis and ultimately to Head of Modelmaking

Responsibilities

- Responsible for production, quality and meeting deadlines of jobs as allocated by the Project Supervisor and Workshop Manager
- Run various sized projects independently, including competitions as instructed by Modelshop Partners and/or Workshop Managers
- Written approval must be obtained from Modelshop Partners prior to any data/information being exchanged externally to Foster + Partners (“F+P”)
- Take instructions and assist Workshop Managers and Project Supervisors in all aspects of daily duties
- Take a leading role in developing suitable model styles for general and individual projects in the practice, as instructed by Modelshop Partners and/or Workshop Managers
- Take initiative in creating new ideas and realizing technical solutions with, and independent of, architects prior to the approval of Modelshop Partners
- Liaise with senior staff, architects on projects prior to the approval of Modelshop Partners
- Assist sketch model technician when required
- Assist with preparing exhibitions and presentations offsite as instructed by Modelshop Partners and/or Workshop Managers
- Report all unsafe practices to the Workshop Managers immediately
- Report stock requirements to Modelshop Administrator
- Ensure all modelshop data is logged, filed and updated correctly
- Ensure the workshop is left in a tidy manner at the end of each day
- As required, assist with unloading and promptly storing deliveries of materials to the workshop including in absence of Assistant Modelmakers, Trainee Modelmakers
- Assist with the safe lifting and moving of models within the office campus under direction of Modelshop Partners and/or Workshop Managers
- Implement and work to the H&S requirements
- Ensure all works are carried out using the relevant personal protective equipment (‘PPE’)
- Obtain written approval from Modelshop Partners before any external person/company may attend the modelshop
- Obtain written approval from Modelshop Partners before photographing models
- Need to ensure that the highest security is maintained at all times in the department (day and night) from the possibility of intruders, uninvited guests and deliveries
- Ensure all external doors remain closed, locked or restricted by F+P internal card access system
- Ensure the timely completion of timesheets, accident reports, sick self-certification forms and

holiday requests (according to minimum notice periods)

- Ensure thorough knowledge of and compliance with F+P procedures and standards
- Ensure thorough knowledge of and compliance with modelshop rules and procedures
- To 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

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
- Qualification plus industry experience
- Able to demonstrate an advanced level of knowledge, accuracy and ability of model making skills
- Demonstrate an advanced knowledge of workshop machinery to include circular saw, band saw, pillar drill, sanding disc, laser cutter, CNC, lathe and mill and relevant procedures with a willingness to advance skills further
- Able to use relevant tools, machinery and power equipment within the H&S guidelines as necessary for the completion of projects
- Advanced level of 2D CAD skills required
- Good level of 3D CAD skills required
- Advanced understanding and operation of modelshop computer machining processes which include laser cutting and CNC routing
- An understanding of specialist modelling techniques
- Able to share knowledge and skills with a team
- Excellent organisational skills
- Able to manage sensitive and sometimes confidential information
- Resilient to cope with conflicting demands
- Able to manage and prioritize tasks and time efficiently
- Able to work under pressure and to tight deadlines
- Excellent written and verbal communication skills and articulate and diplomatic manner
- Good interpersonal skills and able to build good relationships at all levels, internally and externally
- Understanding of the modelshop principles at F+P
- Flexible attitude, willingness to learn new skills, assist others and act as mentor to junior staff
- Self motivated and able to take responsibility
- Able to demonstrate initiative and a proactive approach to daily tasks
- Understanding and compliance with the practice and philosophy of F+P
- Empathy with a creative environment
- Appreciation of, and commitment to the business of the Practice
- Understanding of project work within F+P
- Due to the nature of the position and the requirement to meet deadlines there will be a requirement to work additional hours as necessary

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.

