

Role summary

The Senior Specifications Advisor (Associate) will be responsible for the preparation of in-house specifications on our projects around the world and providing support for our architectural teams by contributing to guidance, research and development of the technical design and documentation.

Role definition

Job Title: Senior Specifications Advisor (Associate)

Reporting to: Head of Specifications on day to day basis
and ultimately to the Senior Partner

Responsibilities

- To lead, manage, motivate and coordinate the internal project team as required and guide the project teams in the development of construction information in the pre-construction and construction stages
- To manage the specification process and coordinate all activities relating to the project specification
- To fulfil the practices overall objective in supporting teams to produce first class architecture on time and on budget
- To support architectural teams (mainly based in London office, but some other UK and overseas locations) on a range of international projects on specification and procurement strategy issues to achieve high quality buildings in a wide range of international settings
- To prepare specification documentation in compliance with project requirements, acceptable standards, legal obligations, rules, codes and regulations
- To develop, where required, appropriate specifications to suit the design solution and/or local conditions, independently, with the design team and/or with external consultants
- To develop and keep up to date with technical standards, products and innovation for specific allocated elements/areas
- Liaise with Foster + Partners ("F+P") design teams, in-house management, sustainability team and other related departments
- Attend internal and external meetings as necessary to prepare project documentation
- Thorough knowledge of and compliance with F+P procedures and standards
- To contribute, or otherwise assist, the work of the Construction Review Group as required
- To support junior specification team members with specification production, advice, expertise and knowledge as necessary.
- To work on the continued development and updating of FosterSpec baseline

Qualities and skills required

- Able to demonstrate proficiency in the responsibilities of the role
- Legally able to work in the country in which the position is based
- High level of experience of preparing architectural specifications on major building projects
- Ability to coordinate and integrate the work of internal and external members of the design team

- Able to effectively manage large amounts of project related information and data.
- Ability to manage and motivate a team to organise oneself and others.
- Evidence of a good technical design understanding
- Good technical knowledge of modern building techniques, standards and materials
- Proficient in Word, Excel, Outlook and database applications
- Fluent (both written + verbal) English is essential
- Able to work logically and methodically to achieve high quality outputs as well as being self motivated and able to take responsibility
- Able to separate minor issues from major issues and act accordingly
- Able to work effectively to an agreed budget
- Able to travel outside the UK occasionally, as required. We do not expect this to be for longer than one week at a time
- A flexible and open attitude towards new ways of working and commitment to independent, life long learning
- Be punctual and reliable
- Able to take initiative in response to direction or instruction and demonstrate a proactive approach to daily tasks
- Able to build good relationships at all levels, internally and externally as well as good interpersonal skills and the ability to work well in a team
- Resilient to cope with conflicting demands and able to prioritise and work effectively under pressure, meet deadlines efficiently
- Excellent communication skills – articulate and diplomatic manner
- Able to demonstrate a high degree of professionalism
- Excellent organisational skills
- Able to manage sensitive and sometimes confidential information
- Flexible attitude

Desirable

- Building physics knowledge/ experience
- Evidence of the ability to understand design decisions taken by others
- Knowledge of Middle & Far Eastern construction sectors
- Able to use some of the following: Revit and InDesign
- Fluency in other languages (both verbally and written) would be useful
- Experience in preparation of architectural specification documentation in UK, America and Middle East

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.

August 21