

Role Summary

We are a diverse team of creative and analytical thinkers shaping the future of work, life, and the built environment. Collaborating on global projects, we partner with our designers and leading clients to deliver innovative, forward-thinking strategies.

We're looking for a skilled and motivated Workplace Consultant with strong experience in strategic space planning, workplace research, and user-focused design. This role supports the development of workplace strategies and briefs, collaborating closely with internal teams and clients to deliver data-driven solutions.

Role Definition

Job Title: Senior Workplace Consultant

Reporting To: Senior Workplace Consultants (Associate Partners) on a day-to-day basis and ultimately to the Head of Workplace Consultancy

Responsibilities**Project Delivery & Strategy Support**

- Support strategic space planning, test fits, and floorplate assessments
- Analyse buildings and layouts to identify spatial improvements
- Translate data into actionable design recommendations
- Develop briefs, space programs, and reports
- Collaborate with consultants, architects, and designers on integrated workplace strategies

Research & Insights

- Research workplace trends and best practices; produce clear, insightful reports
- Analyse engagement data from interviews, workshops, surveys, and time-use studies
- Present spatial studies and research findings in a compelling way
- Contribute to evolving consultancy tools and methodologies

Client Engagement

- Prepare materials for interviews, workshops, and analysis
- Help translate client needs into strategic and design recommendations
- Apply user-centred thinking to tailor strategies to diverse client needs

Other

- 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**Soft Skills & Mindset**

- Creative, analytical, and strategic thinker
- Proactive, self-motivated, and ownership-driven
- Committed to learning and supporting team development
- Excellent communicator and presenter

- Team-oriented, organized, and effective under pressure
- Skilled at mentoring and building strong relationships
- Confident translating client needs into design solutions

Technical Skills

- Proficient in Revit, AutoCAD, Rhino, Excel, InDesign, Photoshop, PowerPoint, Word
- Strong in data analysis, research, storytelling, and report writing
- Solid understanding of workplace strategy and spatial planning methods

Experience and Academic Background

- BA (MA preferred) in Architecture, Interior Design, or a related design field
- Typically has 4 years' experience in workplace strategy
- Proven track record of leading successful workplace strategy projects

General

- 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.
- 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 postholder 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 postholder.