

Role summary

The position is responsible for assisting architects in the production of high quality sketch models, mock-ups, preparation of exhibitions and presentation material. There will be a requirement to be able to work independently and as a part of an effective team. The position requires a high degree of responsibility, discretion and confidentiality.

Role Definition

Job Title: Sketch Modelshop Technician

Reporting to: Modelshop Partners on a day to day basis and ultimately to Senior Partner

Responsibilities

- Due to the nature of this position there will be a requirement to follow guidance from Modelshop Partners in all aspects of daily duties
- Written approval must be obtained from Modelshop Partners prior to any data/information being exchanged externally to F+P
- Take a leading role in developing suitable model styles for general and individual projects in the practice, with support of Modelshop Partners
- Take initiative in creating new ideas and realizing technical solutions with, and independent of, architects
- Induct/train/teach staff in correct use of facilities
- Conduct tutorials/workshop demonstrations on a regular basis following the Modelshop processes and procedures
- Help staff make the best use of materials and equipment
- Ensure an effective handover to the Modelshop Partners during periods of absence
- Maintain the efficient running of the Sketch Modelshop and update Modelshop Partners in all aspects
- Assist with fabricating model elements on laser cutters, CNC's and all other Sketch and Main Modelshop machinery
- Assist with preparing exhibitions and presentations offsite
- Assist Modelshop when required
- Assist with unloading and promptly storing daily deliveries of materials (sometimes heavy) to the workshop, re-stocking tools/materials within assigned areas of responsibility
- Assist with the safe lifting and moving of models within the office campus
- Ensure the workshop is left in a tidy manner at the end of each day
- Report all unsafe practices to the Modelshop immediately
- Report stock requirements to Modelshop Administrator
- Implement and work to the H&S requirements
- Ensure all work is carried out using the relevant personal protective equipment ('PPE')
- Obtain written approval from Modelshop Partners before any external person/company may attend the modelshop
- 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
- Qualified to minimum HND level, preferably degree level, in a relevant subject
- Able to demonstrate an advanced level of knowledge, accuracy and ability of model making skills
- Demonstrate a high level of knowledge of sketch workshop machinery to include hot wire cutter and laser cutter
- 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
- Good computer skills in work, excel and outlook
- 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
- Able to work independently and as part of an effective team, assisting and supporting team members
- Able to manage time and tasks efficiently
- Resilient to cope with conflicting demands, be able to prioritize duties and work under pressure
- Excellent organizational, 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
- Written approval must be obtained from Modelshop Partners prior to any data/information being exchanged externally to Foster + Partners
- Flexible attitude, willingness to learn new skills, assist others and act as mentor to junior staff
- Demonstrate initiative and a proactive approach to daily tasks
- Understanding of 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
- Able to build good relationships at all levels, internally and externally

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.