

Role Summary

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

Responsibilities

- To support the project teams in the development of construction information in the pre-construction and construction stages.
- To support the architectural teams (mainly based in London office, but also overseas) in a range of international projects on specification and procurement strategy issues to achieve high-quality buildings in a wide range of international settings.
- To draw up specification documentation in compliance with project requirements, acceptable standards, legal obligations, rules, codes, and regulations.
- Develop 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 elements/areas.
- Liaise with Foster + Partners design teams, in-house management, sustainability team, and other related departments.
- To be involved in maintaining and improving the office master specifications working with other team members.
- Thorough knowledge of and compliance with Foster + Partners procedures and standards.
- Attend internal and external meetings as necessary to assist the preparation of project documentation.
- 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 & skills required**Essential**

- Able to demonstrate proficiency in the responsibilities of the role
- Legally able to work in the country in which the position is based
- Excellent organisational skills
- Able to manage sensitive and sometimes confidential information
- Evidence of a good technical design understanding
- Good technical knowledge of building techniques, standards and materials
- Able to work logically and methodically to achieve high quality outputs as well as being self motivated and able to take responsibility

- 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 [while always remaining calm and professional]
- Able to work as part of an effective team assisting and supporting team members
- 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.
- Proficient in Word, Excel, Outlook and database applications
- Fluent (both written + verbal) English is essential
- 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
- Be punctual and reliable
- Excellent communication skills – articulate and diplomatic manner
- Able to demonstrate a high degree of professionalism

Desirable

- Experience in preparation of architectural specification documentation in UK, America and Middle East
- Evidence of the ability to understand design decisions taken by others
- Fluency in other languages (both verbally and written) would be useful

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.