

Role summary

This position would be responsible for preparation of in-house production of 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 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 some other UK and 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 specific allocated 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 preparation of project documentation
- To contribute, or otherwise assist, the work of the Construction Review Group as required

Qualities and skills required

- Able to demonstrate proficiency in the responsibilities of the role
- Experience preparing architectural specifications on building projects
- Legally able to work in the country in which the position is based
- 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
- Able to work logically and methodically to achieve high quality outputs
- Recognise and action when issues need to be escalated to the senior members of the team
- Fluent English (both written + verbal) is essential
- Able to separate minor issues from major issues and act accordingly

- Be punctual and reliable
- Able to build good relationships at all levels, internally and externally as well as good interpersonal skills and able to work well in a team,
- A flexible and open attitude towards new ways of working and commitment to independent, life long learning
- Able to take initiative in response to direction or instruction and able to demonstrate a proactive approach to daily tasks
- Resilient to cope with conflicting demands
- Able to manage and prioritise tasks and time efficiently
- Able to work under pressure and to tight deadlines
- Able to work effectively to an agreed budget
- Excellent communication skills – articulate and diplomatic manner
- Able to travel outside the UK occasionally, as required. We do not expect this to be for longer than one week at a time.
- Able to demonstrate a high degree of professionalism
- Excellent organisational skills
- Able to manage sensitive and sometimes confidential information
- Flexible attitude
- Self motivated and able to take responsibility

Desirable

- Building physics knowledge/ experience
- Experience in preparation of architectural specification documentation in UK, America and Middle East
- 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: Microstation and InDesign
- 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.

August 21