

Role summary

We are looking for an experienced Workplace Communication Strategist to join our talented Workplace Consultancy. We are looking for someone who is excellent at writing content, has strong graphic design skills and previous marketing experience. The ideal applicant will have been doing a similar role in an another architectural practice.

Role definition

Job Title: Workplace Communication Strategist

Reporting to: Head of Workplace Consultancy

Responsibilities

- Advising and supporting the Workplace Consultancy team in the development and deployment of marketing and communication strategy.
- Writing content for white papers, thought leadership pieces, articles and research reports to be published
- Developing the strategy and content for social media communication
- Co-ordinating and undertaking the production of a yearly commercial brochure and marketing material of Foster+Partners Workplace Consultancy and Research services.
- Organising events with the aim of expanding and retaining client network
- Developing the storytelling, creating content and graphic for public speaking events, presentations, studies and reports
- Supporting the production of RFPs, proposals, and competitions material
- Monitoring and proactively being updated on key competitor's commercial strategy
- Developing and advancing the Foster+Partners Strategic Consultancy market position and visibility through proactively exploring and developing best practice.
- Working effectively as part of an integrated project team of architects, designers, consultants, stakeholders and clients
- Thorough knowledge of and compliance with Foster+Partners procedures and standards
- To contribute, or otherwise assist as required

Qualities and skills required

- Excellent writing skills
- Excellent Story Telling and Data Visualisation
- Excellent graphic design
- Thorough understanding of best practice and trends in workplace and strategic design consultancy
- Able to demonstrate ability to undertake the above responsibilities
- Excellent presentation skills
- Good knowledge of excel and ability to work with numerical data
- Understanding of all analytical processes relevant to workplace and strategic consultancy fields
- Strong creativity and attention to detail

- Commitment to independent, life-long learning
- Able to manage and prioritise tasks and time efficiently, to be well organised and efficient in project delivery
- Ability to work on multiple assignments, prioritise effectively and work under pressure
- Strong team player, who inspires and adds value
- Able to build good professional relationships at all levels, internally and externally
- Able to travel internationally regularly

Desirable

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.

June 21