

Role summary

As a team of designers, analysts and researchers, the Workplace Consultancy are dedicated to matching architectural and interior design with business objectives and changing needs of organisations. We explore and envision the future of communities, cultures and corporations and how these will influence our built environments. We work with clients to understand their needs and we undertake post-occupancy surveys to learn from practical experience.

Role definition

Job Title: Workplace Consultant

Reporting to: Head of Workplace Consultancy on a day to day basis and ultimately to the Group Leader

Responsibilities

- Bringing significant experience in the field of development of user-centric workplace strategies for clients
- Bringing a creative and analytical mindset combined with a collaborative and team-oriented approach.
- Developing and advancing the Strategic Consultancy offer through proactively exploring and developing best practice.
- Working effectively as part of an integrated project team of architects, designers, consultants, stakeholders and clients
- Developing clients Strategic Brief and space programmes for large scale projects
- The analysis, preparation, and clear presentation of design briefs, spatial design studies and space usage analysis
- Run client interviews, end user workshops, analyse data and develop the Workplace Strategic Briefs and any other strategic document relating to the built environment
- Mentoring and teaching less experienced staff members, the workplace analytical tools and brief development up to proficiency level.
- Co-ordinating and undertaking strategic space planning studies and floorplate analysis exercises
- Thorough knowledge of and compliance with Foster + Partner procedures and standards
- To contribute, or otherwise assist as required also on other fields and projects

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
- Able to manage and prioritise tasks and time efficiently, to be well organised and efficient in project delivery
- Proficient in Excel and working with numerical data
- Excellent research, data analysis and report writing capabilities
- Understanding of all analytical processes relevant to workplace and strategic consultancy fields

- Excellent understanding of current best practice and trends in the workplace and strategic design consultancy
- Good story telling and graphic presentation skills (In-Design, Power Point, Photoshop etc)
- Keen to learn from and be inspired by others and to contribute to the learning and development of others
- Able to fully understand client needs and how these effects the development of design solutions
- Excellent written and verbal communication skills
- Commitment to independent, life long learning
- Ability to work on multiple assignments, prioritise effectively and work under pressure
- Strong team player, who inspires and adds value
- 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.

October 20