

Role Definition

Job title: Designer (Space Planner)
Reporting to: Head of Workplace Consultancy on a day to day basis and ultimately to the Head of Design

Responsibilities

- Exploring the spatial design of office buildings, research and education facilities, leisure and living environments across the world
- Working effectively as part of an integrated project team of architects, designers, consultants, stakeholders and clients
- Undertaking strategic space planning studies and floorplan analysis exercises across a range of projects
- Preparing developing and editing CAD drawing, excel spreadsheets and documents
- Undertaking benchmarking, best practice and trend analysis for space planning, furniture selection and interior space specification across a range of building typologies
- Developing and advancing the Workplace Consultancy offer through proactively exploring and developing best practice
- Thorough knowledge of and compliance with Foster + Partners procedures and standards
- To contribute, or otherwise assist, as required

Qualities and skills required

Essential

- Able to demonstrate ability to undertake the above responsibilities
- Legally able to work in the country in which the position is based
- Previous space planning experience
- Excellent CAD and drafting skills
- Proficient in Excel and working with numerical data
- Excellent research, data analysis and report writing capabilities
- Excellent design capabilities, creativity and attention to detail
- Able to fully understand client needs and how this affects the development of design solutions
- Strong understanding of current and evolving best practice in space planning
- Keen to learn from and be inspired by others and to contribute to the learning and development of others
- Commitment to independent, life long learning
- Excellent written and verbal communication skills
- Able to manage and prioritise tasks and time efficiently
- Resilient to cope with conflicting demands and able to prioritise duties and work under pressure
- 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
- Methodical and accurate and consistent attention to detail
- Excellent organisational skills
- Able to manage sensitive and sometimes confidential information
- Flexible attitude
- Able to build good relationships at all levels, internally and externally
- Able to remain calm and resilient at all times
- Appreciation of, and commitment to the business of the Practice

- Empathy with a creative environment
- Able to travel internationally on a regular basis

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 2011