

Role Definition

Job title: Specifications Advisor with fluent Mandarin and English
Reporting to: Head of Specifications and ultimately to the Senior Partner

The Specifications Advisor is responsible for assisting with the 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. This position is based in the London Office.

Responsibilities

- To support and guide the project teams in the development of construction information in the pre-construction and construction stages
- To support architectural teams (mainly based in London office, but some other UK and overseas locations) on a range of international projects on specification and procurement strategy issues to achieve high quality buildings in a wide range of international settings
- To prepare or assist in the drawing up of specification documentation in compliance with project requirements, acceptable standards, legal obligations, rules, codes and regulations under the supervision of the Head of Specifications
- To develop, where required, 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 F+P design teams, in-house management, sustainability team and other related departments
- Attend internal and external meetings as necessary to prepare project documentation
- Thorough knowledge of and compliance with F+P procedures and standards
- To contribute, or otherwise assist, the work of the Construction Review Group as required

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
- Fluent (both written + verbal) Mandarin Chinese and English is essential
- Evidence of a good technical design understanding
- Good technical knowledge of modern building techniques, standards and materials
- Proficient in Word, Excel, Outlook, PowerPoint and database applications
- Able to work logically and methodically to achieve high quality outputs as well as being self motivated and able to take responsibility
- 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
- A flexible and open attitude towards new ways of working and commitment to independent, life long learning
- Be punctual and reliable
- Able to take initiative in response to direction or instruction and demonstrate a proactive approach to daily tasks

- Able to build good relationships at all levels, internally and externally as well as good interpersonal skills and the ability to work well in a team
- Resilient to cope with conflicting demands and able to prioritise and work effectively under pressure, meet deadlines efficiently
- Excellent communication skills – articulate and diplomatic manner
- Able to demonstrate a high degree of professionalism
- Excellent organisational skills
- Able to manage sensitive and sometimes confidential information
- Flexible attitude

Desirable

- Building physics knowledge/ experience
- 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.

June 2011