

Role Definition

Job title: Senior Workplace Consultant

Reporting to: Head of Workplace Consultancy on a day to day basis

Responsibilities

- Bringing significant experience in the field of development of user-centric workplace strategies for clients
- Proactively support the Head of Workplace Consultancy in the development of commercial and marketing activities including (but not limited to), public speaking events, social media strategy, presentations to clients and preparation of competition documents.
- Run independently client interviews, end user workshops, analyse data and develop Workplace Strategic Briefs and any other strategic document relating to the built environment (especially for large scale projects).
- Developing and advancing the Strategic Consultancy offer through proactively exploring and developing best practice.
- Bringing a creative and analytical mindset combined with a collaborative and team oriented approach.
- Working effectively as part of an integrated project team of architects, designers, consultants, stakeholders and clients
- The analysis, preparation, and clear presentation of design briefs, spatial design studies and space usage analysis
- 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 F+P 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
- Excellent storytelling and graphic presentation skills (In-Design, Power Point, Photoshop etc)
- Excellent Client facing and presentation skills
- Excellent understanding of current best practice and trends in the workplace and strategic design consultancy
- Ability to manage people and resource to deliver on time and in accordance to Foster+Partners high quality standards
- 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 and report writing capabilities
- Understanding of all analytical processes relevant to workplace and strategic consultancy fields
- 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 communication skills
- 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
- Legally able to work in the country in which the position is based

This job description reflects the core activities of the role although there will be 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.

March 2018