

**Role Definition**

**Job title:** Design Resource Planner

**Reporting to:** Head Planner on a day-to-day basis and ultimately the Head of Management Group

Foster + Partners is one of the world's leading consultancies providing integrated project design services for many significant and challenging projects in the UK and globally. It has a turnover of circa £200 million and about 200 ongoing projects at any one time. Foster + Partners is based in its London office but has several other offices worldwide.

**Role Summary**

We are seeking an individual to join our planning and resource team, a key part of our Management Group, to work closely with our Studios and wider Design Teams to evaluate the needs of potentials and projects, mapping out and planning the resources needs over the lifecycle of the project to ensure resources are allocated efficiently.

**Responsibilities**

- Lead on the preparation of design team resource forecasts for our potential projects to support the Commercial Managers in the preparation of fee proposals, ensuring delivery is consistent and of high quality.
- Be a primary contact and liaison for Studio Senior Partners and Partners as well as Finance / HR when required for our global potentials, when preparing design team forecasts and works to build and maintain good working relationships.
- Responsible for the preparation and maintenance of outline and detailed design programmes for use within proposals.
- Builds trust and reputation by actively mentoring and empowering other team members, leading by example and promoting the F+P culture.
- Supports the improvement of F+P standards, supporting internal initiatives to review solutions and champion change.
- Contribute or otherwise assist, as required.

**Qualities and Skills**

- Strong experience in preparing resource forecasts and project planning in the construction industry, preferably within a design consultancy
- Understanding of the design process throughout all work stages, from brief to end of construction
- Understanding of the construction process / tender / procurement
- Able to manage sensitive and confidential information
- Methodical, accurate and consistent attention to detail
- Good interpersonal skills and able to work independently
- Builds good relationships at all levels, both internally and externally
- Resilient to cope with conflicting demands, able to prioritize duties and work effectively under pressure while always remaining calm and professional
- Self-motivated and able to take responsibility
- Ability to communicate ideas and concepts effectively.
- Computer literate with proficiency in relevant software (e.g. Power Project, Excel, Deltek, Dynamics)

- Legally able to work in the country in which the position is based
- Enthusiastic and flexible attitude
- Fluency in written and spoken English, additional language skills is a bonus

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 recognize this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organizational needs. Any major changes will be discussed with the post holder.