

## **Role Summary**

Foster + Partners is a global studio for sustainable architecture, urbanism, engineering and design, founded by Norman Foster in 1967. The practice was founded on a philosophy of innovation, sustainability and design. Over the years, these values have been central to the creation of many of the world's most iconic buildings and are still at the core of the practice today. Foster + Partners are experiencing a period of exceptional growth and has doubled in size over the last few years.

Over two thousand five hundred people spread over twenty-two countries enable our success. They are creative, dedicated, and hold deep technical expertise. We are bound together by an inclusive culture rooted in collaboration, collective challenge, and a competitive edge.

## **Role Purpose**

This is a critical role for a highly skilled Recruiter who delivers end-to-end recruitment services across a diverse and challenging portfolio of specialist and corporate functions. You'll focus on hard-to-fill, high-value roles spanning engineering, IT, digital, BIM, project management, legal, finance, HR, commercial, and other critical business support functions, with most recruitment London-based and some global.

You will be a trusted advisor, balancing quality, efficiency and exceptional service at every stage of the hiring process, while championing diversity and inclusion.

## **Role Definition**

**Job Title:** Recruiter – Specialist & Corporate Functions  
**Reporting To:** Talent Acquisition Manager

### **Responsibilities**

#### Recruitment Business Partnering

- Develop a deep understanding of your assigned functions and their short and long-term resource needs.
- Build trusted partnerships with hiring managers and HR Business Partners, providing specialist TA solutions that drive business success.
- Maintain an active stakeholder engagement plan with regular talent pipeline and recruitment activity reviews.
- Support workforce planning conversations covering attrition risks, succession, skills gaps and upcoming talent requirements.

#### End-to-End Recruitment Delivery

- Manage full-cycle recruitment from briefing through offer and onboarding, ensuring clarity on key milestones and proactive communication.
- Take detailed briefs that uncover unique role challenges, drivers and selling points.
- Design and execute tailored attraction and sourcing strategies using a mix of channels, including direct sourcing, social media, advertising, and innovative campaigns.
- Deliver high-quality candidate shortlists that meet calibre and fit expectations.
- Support and coach hiring managers to conduct effective interviews and selection decisions.
- Negotiate offers balancing candidate expectations and business needs to secure acceptance.
- Champion an outstanding candidate experience, acting as the face of Foster + Partners throughout the recruitment journey.

#### Talent Market & Pipeline Development

- Maintain a strong external network and keep abreast of talent market trends, competitor intelligence and compensation benchmarks.
- Build and nurture proactive talent pipelines, particularly for hard-to-fill or specialist roles.
- Use innovative sourcing tools and approaches to attract diverse and high-quality candidates.
- Support employer brand initiatives in partnership with HR and Marketing teams.

**Compliance, Data & Continuous Improvement**

- Ensure compliance with recruitment policies and data integrity at all times.
- Use recruitment data and insights to analyse performance and recommend improvements.
- Actively contribute to continuous improvement of TA processes, tools and candidate experience.

**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.
- Excellent organisational skills.
- Able to manage sensitive and sometimes confidential information.
- Self-motivated and able to take responsibility.
- 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.
- Flexible attitude.
- Able to build good relationships at all levels, internally and externally.
- Resilient to cope with conflicting demands, able to prioritise duties and work effectively under pressure.
- Able to work as part of an effective team assisting and supporting team members.
- A high-quality recruiter with proven experience delivering full recruitment lifecycle services for specialist and corporate functions.
- Skilled relationship builder with ability to engage stakeholders and candidates at all levels.
- Proactive and agile in sourcing, pipeline building and recruitment delivery.
- Strong project management skills and ability to manage multiple priorities effectively.
- Committed to delivering excellent experiences for candidates and hiring managers.
- Passionate advocate for diversity, equity and inclusion in recruitment.
- Comfortable working in a fast-paced, evolving, matrixed organisation with a global footprint.

**Why Join us?**

You'll join an iconic and globally respected practice at an exciting moment of growth — where your creativity and energy will directly shape how we attract, engage, and inspire the brightest minds. This role complements Marketing by focusing exclusively on the employee and candidate experience, ensuring we stand out as an employer of choice while maintaining alignment with our world-renowned brand.

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 postholder.