

Role Definition

Job title: Senior Interior Designer
Reporting to: Associate Partner or Partner that has the project assigned the current project on a day to day basis and ultimately to the Senior Partner

Responsibilities

- To understand the design project
- To prepare, and develop where required, drawings, models, images, material & mood boards, and other documents relating to the design
- To assist in the creative process, bringing ideas to the table.
- To assist (Interior Designers) and help manage (Senior Interior Designers) the development and production of CAD and BIM drawing packages for various stages of the project as part of a team or individually.
- Meet with suppliers and inform the design team on new materials & brands and latest industry developments
- To assist in the selection and scheduling of FF&E items and the organisation of colour and material samples
- To assist the project leader/Job captain (Senior Interior Designer role) where required in the co-ordination of the internal design team.
- To take responsibility, where required by the project leader, for specific areas of the design and project development
- To liaise and assist in the coordination, where appropriate, with members of the external design team and other associated organisations or companies
- To seek continuing professional development.
- Equity, diversity & inclusion (EDI) is a core priority. To support and champion the embedding of this focus as a collective workforce responsibility, EDI should be integrated, where relevant, into all workstreams.
- 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
- Have an Industry recognised diploma or degree in Interior Design, Interior Architecture or Architecture
- Able to understand and formulate design decisions and present for discussion
- Able to integrate design requirements with architecture
- Able to use a variety of media in the development and documentation of a design project
- Able to work well under pressure and meet deadlines efficiently
- Able to take initiative in response to direction or instruction
- Excellent organisational skills
- Able to manage sensitive and sometimes confidential information
- Flexible and open attitude towards new ways of working and commitment to independent, lifelong learning
- Able to manage and prioritise tasks and time efficiently

- Self-motivated and able to take responsibility
- Able demonstrate initiative and a proactive approach to daily tasks
- Willingness to listen and learn from all members of the team
- 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
- Excellent written and verbal communication skills
- Able to work as part of an effective team assisting and supporting team members
- Resilient to cope with conflicting demands, able to prioritise duties and work effectively under pressure
- Understanding of the designers role in the co-ordination and integration of project information and management
- Able to deal with the management of junior & intermediate designers on the team

Desirable

- Understanding of the designer's role in the co-ordination and integration of project information and management
- Experienced in material and FF+E selection and sourcing
- Proficiency in Revit is desirable
- Willing to push themselves and the team to create and deliver forward thinking interiors
- Able to assist with the management of junior assistant designers on the team
- Understanding of financial aspects of running a design project on time and on budget
- Strong ability and use in majority of the following: Revit, Rhino, PhotoShop, Illustrator, InDesign, Internet Explorer, Word, Excel, Outlook, PowerPoint.

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.