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# Job Description: Design Competitions Associate

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Date & Time 16/05/2019

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Reporting to Malcolm Reading Consultants Directors

**Candidate should have an understanding of design and be motivated to frame/define projects for clients with the aim of achieving design excellence. He or she should be prepared to: handle client meetings, draft high quality competition materials and enjoy meeting the world's top architects. A willingness to undertake regular international travel is essential.**

## Project

- Manage competition processes,
- Represent MRC with clients in the UK and overseas; liaise on projects
- Write project briefs and other project materials; produce other competition documents; brief Graphic Designer and liaise with MRC team
- Provide early-stage project consultancy and briefing
- Liaise with client team, competition entrants, finalist teams, Jury, Technical Panel and stakeholders; set up meetings
- Draft Jury Reports and issue
- Attend and run site visits, office visits, charrettes in the UK and overseas
- Support MRC Directors as needed; report and communicate progress on projects
- Produce documents, including letters, agendas, memos and minutes and distribute as required
- Oversee and monitor arrangements for overseas visits
- At competition close, ensure files complete, well-ordered and archived
- Advise on procurement issues

## Bidding; Business Development + Research

- Identify and research new work opportunities
- Support team in preparing bid materials
- Willing to network with clients and potential clients on behalf of the company
- Support media team in proofing and writing materials in times of high pressure

## General

- Support team as necessary with team tasks.

## Skills and approach

- Initiative and work ethic
- Excellent interpersonal skills
- Writing skills and careful attention to detail
- Good organisational skills
- Ability to handle multiple projects

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- Team player attitude – no job too big or small
- Enthusiasm for design and architecture
- Willingness to travel internationally
- Experience and knowledge of managing OJEU processes and PPQs
- Have an understanding of design software; preferably skilled in using it
- Proficient in Microsoft Office, in particular, Excel
- Candidate needs to have three to five years' experience in a related role in architecture, planning, estate management or the engineering sector and a professional qualification.

### Standards

- Comply with all Health and Safety requirements as directed by the company
- Conform to the agreed company dress code
- Conduct business in an ethical manner with all clients

*This job description is a guide to the nature of the work required in this role. It is not wholly comprehensive or restrictive and does not form part of the contract of employment*