

## PRACTICE MANAGER – JOB DESCRIPTION

Feilden Fowles is a multi-award winning architecture practice looking for a dynamic and ambitious Practice Manager to join our Management Team and lead the business development of the practice. This key role will be an integral part of the senior management team and the successful candidate will be a key figure in defining, designing and delivering our growth, diversification and resilience; building on the ongoing profile, achievements and culture of the organisation.

The role may develop into a Chief Executive position over the next few years.

Aspects will include:

- Establishing and sustaining our regional studios in London, Bath, North West and homeworking including regular visits to the studios.
- Taking care of our HR aspects of recruitment and retention, remuneration, rewards, training and development.
- Being part of the Bid / No Bid Group and involved in our pitching, bidding and negotiating for new and extended commissions; and related PR, media, awards, social media, website and commercial activity
- Help resourcing teams for bids, jobs and interviews. Understand and develop our new business strategy.
- Planning and managing the budgets and financial aspects to optimise our income, overheads, margins and surpluses; plus dealing with our debtors and creditors.
- Devising and adopting our business plan strategies and tactics to achieve our Visions in accordance with our Values – for our Purpose of delivering exemplary Architectural services and Architecture.
- Constantly refining our systems, standards, policies, technologies, equipment and working methods to keep our capabilities and capacities modern, appropriate to our opportunities and demands, stimulating productivity, while providing enjoyment and satisfaction.
- Organising and recording our regular forums such as studio weekly catch-ups, monthly management meetings, quarterly reviews, annual planning, staff reviews, probation and discipline, social events and trips, functional groups, etc..
- Allowing and encouraging our Architectural talents to do what they do best.
- Managing and developing our inhouse and external expertise and support for all the above, as parts of managing our growing practice and delivering our services in the most effective, efficient and responsible manner – with refined combinations of staff, general and specialist assistants, advisors, suppliers and consultants – with balanced, optimum involvements and expenditure to suit.
- Being a key part of the studio culture and sharing the success and celebrations of the practice.

The successful applicant will have the attributes, expertise, energy and patience to deal with this diverse portfolio of responsibilities, opportunities and people involved, with defined support.

Candidates should apply with information on their background, specialisms, approach, timing of arrival and availability and commitment (days per week).

How to apply:

To apply for this role please send the following to [recruitment@feildenfowles.co.uk](mailto:recruitment@feildenfowles.co.uk).

- a CV - digital CVs are preferable.
- a brief cover letter outlining: your suitability for the role based on the skills and competencies stated above, details of your notice period, salary expectations and how you heard about this opportunity. Please include the position applied for in the email subject line.

Feliden Fowles are an equal opportunities employer. We particularly encourage applications from female, non-binary, LGBTIQ+, non-able bodied, black, asian, other minority ethnic groups or those candidates who continue to be under-represented within the architectural profession. We kindly request that upon submitting your application you consider completing our equal opportunities survey, that will be sent automatically on receipt of your application. All information provided is anonymous and used only for the purposes of helping assess and improve our policies, practice, recruitment and outreach initiatives.

Application deadline: 31st January 2022