

MORRIS+COMPANY

Job Description – Associate

Last Updated: June 2026

Role	+ Associate
Reports to	+ Associate Director + Studio Lead
Role Overview	<ul style="list-style-type: none">+ Act in an overseeing role on projects within a studio, leading on client liaison, and mentoring project leads and assistants.+ Act as a cultural ambassador for the practice, monitoring and safeguarding core values and culture.+ Collaborate with the Management Team and wider practice working groups to develop and advance an area of specialism in line with practice priorities and strategic direction.+ Ensure high standards of project delivery, including design, technical, and legislative requirements.
Contract	+ 6 months fixed term, full-time, London-based role
Duties	
Project Responsibilities	<ul style="list-style-type: none">+ Lead client liaison and develop strong relationships with clients, contractors, and the design team, representing Morris+Company with a high level of professionalism.+ Review, negotiate, and agree heads of terms and scope of services with clients, maintaining an in-depth understanding of contractual issues and PI liabilities.+ Collaborate with Studio Leads to agree on project fees and resources in accordance with the scope and programme, closely monitoring profitability and performance in CMAP.+ Oversee and manage project-level CMAP functions, supporting project leads in their respective CMAP duties.+ Report progress to Studio Leads, flagging potential issues in a timely manner.+ Establish project deliverables and manage tasks closely in accordance with the programme, fee parameters, and scope.+ Report regularly to the Finance Director and Studio Leads on anticipated changes to fees, invoicing, and resourcing.+ Mentor team members, providing clear guidance to support their training and skill development.+ Ensure project teams complete all delivery requirements, including technical/design reviews, stage kick-offs, lessons learned, stage/fire checklists, CDM and BR designer/principal designer duties, and monthly updates to the Project Progress Tracker.+ Manage team and individual performance, flagging concerns with the Studio Lead and addressing them directly with individuals when necessary.+ Provide active, regular feedback to project teams, supporting members in achieving their career objectives and managing performance improvements where required.
Practice Responsibilities	<p>New Business</p> <ul style="list-style-type: none">+ Take an active role in networking, developing relationships with existing/potential clients, and identifying PR opportunities (events, speaking engagements, marketing materials). <p>Resourcing</p> <ul style="list-style-type: none">+ Manage studio resources alongside Studio Leads, attending weekly resource meetings and ensuring fee arrangements align with project resource needs. Communicate shifts to the team sensitively and promptly. <p>Quality Management</p>

- + Assist the Management Team in developing and implementing QA procedures for ISO accreditation. Conduct regular project audits, ensure the use of the Atvero document management system, and uphold the practice's design ethos during reviews.

Practice & Culture

- + Participate in performance review panels, guide career development, attend monthly Associate check-ins, and work with leadership to drive the practice's cultural agenda and mission.

Skills Required

- + Inspiring – brings innovative thinking, new ideas and approaches to the practice.
- + Consults, collaborates, and shares information with others.
- + Shows respect for the views and contributions of others, and encourages participation from all team members.
- + Establishes good relationships with peers, team members and other members of staff.

Qualities

- + Morris+Company encourages a collaborative working environment where every team member is encouraged to share their design ideas and thoughts with a 'try it and see' approach in design reviews.
- + We are committed to equality in employment opportunity and embracing diversity and inclusion within the practice, and expect the same commitment from our staff.
- + We recognise that everyone is an individual and experiencing different situations in life at any one time, and expect our staff to understand and respect this of their colleagues too.
- + We are committed to delivering the highest possible quality in our work and service to our clients and expect the same commitment from all of our staff.
- + We are committed to reducing the impact of our activities on the environment and have set out objectives to encourage our clients to use sustainable resources, methods and materials, to act sustainably and improve local ecosystems where possible and expect the same commitment from our staff.

Notes

- + These descriptions reflect the core activities of each role but are not intended to be all-inclusive, and other duties within the practice may be required from time to time.
- + We therefore require everyone to recognise this and adopt a flexible approach.
- + These descriptions will be reviewed regularly and, where necessary, revised in accordance with organisational needs and any major changes communicated.