## Design Manager

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| **Generic title** | Manager – 1 |
| **General Description** | A construction, commercial, project, technical manager or functional manager with considerable experience who performs a specific discipline over a wide range of complexities or large geographic area. They will manage their own workload within the context of a wider project or company objective. They will take significant decisions within their discipline with direction from a senior manager. They are accountable for their own work and their team’s performance and its impact on their area or project.In operations they will manage all aspects of a mid-sized project, site of single function (e.g. M&E or Special Works) on a larger scheme or area office.In commercial they will manage all aspects of estimating, design procurement or supply chain for a site, project or office. |

## Competencies

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| **Achieving Results** | Sets clear and appropriate goals that consider the bigger pictureDrives well to achieve consistent resultsDeliver a quality performance consistently |
| **Analytical thinking and decision making**  | Rational and systematic analysis of situation to enable decisions on more varied issuesQuestioning the evidence to evaluate issues |
| **Communication** | Ability to choose most appropriate style of communicationAble to listen actively by which we mean hearing and interpreting what is saidDemonstrating sound questioning techniques  |
| **Dealing with change** | Sees potential of new ideas and situationsTake a pragmatic approach to changeConsiders impact of change on others as well as selfAbility to explain the effects to colleagues  |
| **Teamwork** | Develop inter-team collaboration inside and outside companyUnderstand the role of a team and how it delivers the objectivesCan adapt to different types of teams in most situations Take a cohesive and encouraging approach to team working |
| **Leadership** | Ability to take control of situations with one’s sphere of influenceAssume responsibility – organising and guiding where necessary |
| **Managing resources**  | Create a plan for a familiar project or processInterpret a plan and decide what resources are requiredBring resources together and ensure they are efficiently deployedAble to call upon and manage diverse skills and methods to deliver results  |
| **Negotiation**  | Understand the others point of viewMake an objective and structure case with pros and cons Understand the need to give and takeUnderstand and defend a position |
| **People Development**  | Can respond within tested framework of development to identify own needsUses personal experience to build own skills  |

## Role definition

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| **Summary of role**  | To manage the design aspects of tenders and projects in progress. |
| **Responsibilities and accountabilities**  | Establish, maintain and manage effective project design resource and team profile at bid and delivery stagesLead and provide a professional, comprehensive and sustainable design service for the customer and key partners / suppliers at bid and delivery stagesManage and co-ordinate safely the overall design process through the RIBA design stages challenging the brief and bringing innovation and continuous improvements benefits to the projects at bid and delivery stagesEnsure completion and compliance of design management departmental procedures at bid and delivery stagesInvolvement with ‘design strategy’ and approachEnsure appropriate design resource, skill sets and structureEnsure sufficient ‘sustainable’ resource / expertise and approachSet-up and agree design management regime with the design teamEnsure adherence to the design brief/scope of service and develop a comprehensive scope of service for key stages of projectProgramme and manage all design reviews and co-ordination meetingsEnsure fully co-ordinated design strategy is in place and work closely with discipline lead designers to deliver co-ordinated design solutionsEnsure that fully co-ordinated design programmes are produced that integrate with the agreed project programme and that the programmes are regularly monitored for progress and updatesMonitor progress against programme, and report to the project teamEstablish the need for and input into design reviewsEnsure that design is developed in line with commercial and construction requirements and the cost plan budget allowancesEnsure that the design fully accords with the defined specifications as detailed within the work package control document or sub-contract documents as appropriateCo-ordinate the activities of the design team, contractors and statutory bodies (e.g. Local Authority planners & Building Control/HSE) in line with programme critical datesEnsure the design process recognises compliancy issues, current legislation, standards and codes of practiceMaintain design within cost restraints fully incorporating customers requirementsCoordinate change control system and ensure changes are accounted for, authorised and implemented, as necessary, with the project manager and client |
| **Qualifications, training and technical knowledge**  | HND/HNC/DegreeMembership of relevant Professional Institute i.e. CIOBAbility to lead and provide a professional, comprehensive and sustainable design service for the Client at Bid/Delivery stageExperience on key sectors – Education, Health, Manufacturing, Industrial, Leisure, TransportExperience on both single stage tenders and preferred terms work procurement routesExperience on bidding and winning work |
| **Attributes and skills**  | Ability to work in a team environment contributing across a business unit or areaGood management skills, with the ability to motivate self and colleagues to achieve high standards of complianceGood operational planning and time management skills; able to manage projects simultaneously without compromising on standards and qualityAbility to ensure standards and specifications are metAbility to work with colleagues to deliver project and operational performanceSound knowledge of construction practices and standardsSpecialist knowledge in chosen field  |