## Design Manager

|  |  |
| --- | --- |
| **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

|  |  |
| --- | --- |
| **Achieving Results** | Sets clear and appropriate goals that consider the bigger picture  Drives well to achieve consistent results  Deliver a quality performance consistently |
| **Analytical thinking and decision making** | Rational and systematic analysis of situation to enable decisions on more varied issues  Questioning the evidence to evaluate issues |
| **Communication** | Ability to choose most appropriate style of communication  Able to listen actively by which we mean hearing and interpreting what is said  Demonstrating sound questioning techniques |
| **Dealing with change** | Sees potential of new ideas and situations  Take a pragmatic approach to change  Considers impact of change on others as well as self  Ability to explain the effects to colleagues |
| **Teamwork** | Develop inter-team collaboration inside and outside company  Understand the role of a team and how it delivers the objectives  Can 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 influence  Assume responsibility – organising and guiding where necessary |
| **Managing resources** | Create a plan for a familiar project or process  Interpret a plan and decide what resources are required  Bring resources together and ensure they are efficiently deployed  Able to call upon and manage diverse skills and methods to deliver results |
| **Negotiation** | Understand the others point of view  Make an objective and structure case with pros and cons  Understand the need to give and take  Understand and defend a position |
| **People Development** | Can respond within tested framework of development to identify own needs  Uses personal experience to build own skills |

## Role definition

|  |  |
| --- | --- |
| **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 stages  Lead and provide a professional, comprehensive and sustainable design service for the customer and key partners / suppliers at bid and delivery stages  Manage 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 stages  Ensure completion and compliance of design management departmental procedures at bid and delivery stages  Involvement with ‘design strategy’ and approach  Ensure appropriate design resource, skill sets and structure  Ensure sufficient ‘sustainable’ resource / expertise and approach  Set-up and agree design management regime with the design team  Ensure adherence to the design brief/scope of service and develop a comprehensive scope of service for key stages of project  Programme and manage all design reviews and co-ordination meetings  Ensure fully co-ordinated design strategy is in place and work closely with discipline lead designers to deliver co-ordinated design solutions  Ensure 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 updates  Monitor progress against programme, and report to the project team  Establish the need for and input into design reviews  Ensure that design is developed in line with commercial and construction requirements and the cost plan budget allowances  Ensure that the design fully accords with the defined specifications as detailed within the work package control document or sub-contract documents as appropriate  Co-ordinate the activities of the design team, contractors and statutory bodies (e.g. Local Authority planners & Building Control/HSE) in line with programme critical dates  Ensure the design process recognises compliancy issues, current legislation, standards and codes of practice  Maintain design within cost restraints fully incorporating customers requirements  Coordinate 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/Degree  Membership of relevant Professional Institute i.e. CIOB  Ability to lead and provide a professional, comprehensive and sustainable design service for the Client at Bid/Delivery stage  Experience on key sectors – Education, Health, Manufacturing, Industrial, Leisure, Transport  Experience on both single stage tenders and preferred terms work procurement routes  Experience on bidding and winning work |
| **Attributes and skills** | Ability to work in a team environment contributing across a business unit or area  Good management skills, with the ability to motivate self and colleagues to achieve high standards of compliance  Good operational planning and time management skills; able to manage projects simultaneously without compromising on standards and quality  Ability to ensure standards and specifications are met  Ability to work with colleagues to deliver project and operational performance  Sound knowledge of construction practices and standards  Specialist knowledge in chosen field |