## Design Manager – Level 2

|  |  |
| --- | --- |
| **Generic title** | Manager – 2 |
| **General Description** | A colleague at this level will take responsibility for delivering specific tasks, goals and objectives. They will work under direction but will be able to work without day to day support. They are expected to work proactively and deliver defined tasks to an industry standard.They will manage their own tasks within the context of a project or company objective. Whilst they will take day to day decisions on their own, they will refer significant decisions. They are accountable for the performance of a small team. In operations they will manage small or medium projects and site. They supervise larger teams of trades of co-ordinate significant functions on a larger project. In commercial they will manage costs and quantities on small projects or as part of a team on a larger project.  |

## Competencies

|  |  |
| --- | --- |
| **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** | Communicates positively with clarity and understandingPresents information in a structured wayDemonstrates confidence when communicating in own subject  |
| **Dealing with change** | Positive attitude to change when presentedContributes to change in own area of work |
| **Teamwork** | Contribute to the overall team objectives Understand how to be part of a teamRegularly cooperate with team members |
| **Leadership** | The capacity to assume some position of influence within a team |
| **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**  | The ability to discuss and agree priorities |
| **People Development**  | Can respond well within tested frameworks of development to identify own needsUse 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 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 project, site or areaGood management skills, with the ability to motivate self and colleagues to performGood planning and time management skills; able to manage activities simultaneously within compromising on standards and qualityAbility to ensure standards and specifications are met Ability to work with colleagues to contribute to project and operational performanceSound knowledge of construction practises and standardsSpecialist knowledge in chosen field  |