## Design Manager – Level 2

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| **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

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| **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** | Communicates positively with clarity and understanding  Presents information in a structured way  Demonstrates confidence when communicating in own subject |
| **Dealing with change** | Positive attitude to change when presented  Contributes to change in own area of work |
| **Teamwork** | Contribute to the overall team objectives  Understand how to be part of a team  Regularly 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 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** | The ability to discuss and agree priorities |
| **People Development** | Can respond well within tested frameworks of development to identify own needs  Use 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 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 project, site or area  Good management skills, with the ability to motivate self and colleagues to perform  Good planning and time management skills; able to manage activities simultaneously within compromising on standards and quality  Ability to ensure standards and specifications are met  Ability to work with colleagues to contribute to project and operational performance  Sound knowledge of construction practises and standards  Specialist knowledge in chosen field |