

<b>Job Code:</b>	<b>Layout Designer</b>
<b>Reporting to:</b>	Regional Technical Director
<b>Purpose:</b>	<p>Ensure the mixture of best design practice from all disciplines to help create the best product for Lovell and our Clients by adding value to the project.</p> <p>Evaluate all design related matters and ensure the timely flow of design information.</p> <p>Be the regional custodian of Lovell National House Types</p>

#### **Achieving Results**

- Management and control of design process.
- Co-ordination of in-house design team and external architectural consultants
- Encourage innovative and cost-effective design solutions.

#### **Managing the Process**

- Visit prospective sites prior to preparing a layout.
- Prepare and/or procure appraisal layouts for prospective sites, liaise with internal bid team to take account of constraints, sales mix, commercial requirements etc.
- Monitor and manage the evolving Lovell National House Types and new designs as required to be the regional custodian of layouts and house type design. Ensure that schemes are designed to incorporate Lovell national house types where possible.
- Carry out pre-application negotiations with Planning Officers prior to submission of a detailed planning application.
- In conjunction with the Development team, submit detailed planning applications and monitor progress through to Committee.
- Attend Project / Progress Meetings where appropriate.
- Health and Safety - All employees have a statutory duty to look after their own safety and to give due consideration for the safety of others. Employees also have specific responsibilities as set out in the Company Health and Safety Policy.
- Equality & Diversity - All employees must comply with the Company Equality and Diversity Policy, ensuring that at all times behaviour is fair and non-discriminatory.

#### **Serving the Customer (Internal and External)**

- Ensure tender design satisfies Employer's Requirements.
- Take account of sales requirements in respect of layout / house type design and configuration.
- Advise Business Development team of suitability of prospective sites from a planning perspective.

### Delivering Quality

- Optimise appraisal / development layouts to achieve required square footage, design / sales mix and eventual planning approval. Balance Planning Officer's expectations with cost-effective designs, materials choices etc. where possible.
- Review external Architect's designs in order to review quality of information and compliance with Lovell/Employer's Requirements, Building Regulations etc.
- Instigate internal re-draw of external consultant's designs if necessary following review.

### Managing People

#### Comply with Lovell Policy and Employment Legislation, relating to;

- Recruitment
- Induction
- Discipline & Grievance
- Health, Safety and Welfare
- Absence Management

#### Regularly Communicate

- Carry out daily / weekly / monthly communication with team

#### Give and Receive Feedback

- Regularly discuss individual and team progress through one-to-one's

#### Support Learning and Development

- Support staff to enable development in line with their PDP
- Encourage progression towards full professional membership, where appropriate

### Technical Skills and Knowledge

	Basic	Intermediate	Advanced
Microsoft Word			
Microsoft Excel			
Microsoft PowerPoint			
Microsoft Outlook			
Microsoft Project/Asta Power Project			
AutoCAD			
Knowledge of industry best practices			
Contracts and contract documentation			
Construction materials			
Design			
Construction methods and technology			

Environmental legislation and issues			
Planning techniques			
Procurement			
Management systems			
Health & Safety			
Negotiation			
Value Creation			