Role definition

Job title:	Design Manager – HV Power		
Reports to:	Associate Director, Power Sector - Scotland		
Direct reports:	Line Manager		
Business unit:	Baker Hicks	Location:	Scotland

Summary

The Design Manager will form the nucleus of the project team with the Project Manager, Commercial Manager and Construction Manager. They will possess good leadership skills, playing an active role in team forming and motivation, ensuring good communication exists between all members of the design team and that those members are fully committed to the project.

Key objectives

- Deliver fully co-ordinated design (functional, commercial and programme) into enquiries, studies and projects. De-risk design problems by finding solutions before they materialise.
- Establish good communication and collaboration between relevant parties and thereby an effective flow of design and production information.
- Ensure the project is resourced appropriately in order to deliver the programme and technical requirements
- Ensure an integrated design programme is completed and secure all-party ownership
- Effectively manage change measured against the contract scope and ensure cost and time is managed.

Principal responsibilities and accountabilities

- Responsible for the overall coordination and compliance of the design output ensuring technically accurate.
- Measure design delivery against the contracted scope and compliance to the same
- Manage and coordinate the delivery programme suitably logic linked to ensure timely flow of information between the disciplines. Monitor progress and Provide forecasts accordingly.
- Set up define and manage the information flow between BH and the client in conjunction with the PM.
- Actively monitor contractual compliance period of reply and project variations
- Co-ordinate the development of the project document workflow to ensure suitable document control system is implemented and set up to monitor delivery in line with the contract; specifically contract notification, RFI and variations. (BH currently use Viewpoint).
- Manage production of the project deliverables list and coordinate package delivery. Agrees format for client comments and approvals process.
- Manage compliance with the company quality procedures and IMS.
- Organise and chair design review meetings. Ensure discipline reviews ae planned and carried out.
- Liaise with the customer, project end-users and other construction professionals about the feasibility of a proposed project, including any constraining factors such as planning legislation, environmental impact and project budget.
- Manage change control process. Ensure all changes that can be claimed as scope changes are clearly documented and passed through to client for resolution
- Make sure the project is running according to schedule and budget; Input to the Management of Cost of Further Works and resource plans
- Guide members of the design team to deliver safe, efficient and buildable solutions.
- Monitors and coordinates close out of all actions.
- Provides and agrees templates for project delivery in line with the BH IMS and contract requirements.

- Input to financial management coordinating with the PM and commercial team.
- Manages project risk schedule for design and engineering including business risk in conjunction with the PM.
- Interact and negotiate with customer project representatives
- Promote and achieve excellent service through Perfect Delivery
- Attends internal and external meetings representing the company and Managing risk to ensure project success.
- Adhere to the design brief/scope of service and develop (as required) a comprehensive scope of service for next stage of project.
- To undertake an appropriate level of business development by: Maintain regular contact with all assigned project customers, including the best possible development of personal relationships

Person specification

Qualifications and training

- Demonstrable experience in design specialising in an HV related discipline
- Recognised qualification/chartered status in engineering, with design management or construction management expertise welcomed.

Technical skills and experience

Technical:

- A qualified engineer or architect with project management experience through all stages. Strong capability in application of project management principles, methodologies and tools. Track record of successfully leading large project teams to successfully deliver
- Excellent time and cost management skills in order to plan and achieve delivery to the desired quality to exceed customer expectations and meet internal profit projections
- Commercial and practical understanding of project management involving multi-disciplinary organisations and complex contractual obligations
- Strong demonstrable communication style and interpersonal skills, particularly the ability to influence and negotiate, both internally and externally, with an open and inclusive style
- Excellent communication and presentation skills and the ability to eloquently present design ideas to both clients and internal teams
- Extremely good organisational skills, including the ability to juggle multiple projects
- Leadership skills as well as the ability to work well within a team of other professionals
- Proven track record of bid/tender successes and maintenance of client relationships through consistent and excellent CRM.
- A good multi-disciplinary grasp and experience of the technical aspects of design and construction matters, systems and processes.
- Planning and programming/Logic application skills.
- Legal, commercial and contractual knowledge.
- Culturally astute with experience and ability to understand & adapt leadership and management styles to different cultures associated with multi-region project execution and a multi-cultural team.