

## Design Manager – Level 1

<b>Generic title</b>	Manager – 1
<b>General Description</b>	<p>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.</p> <p>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.</p> <p>In operations they will manage all aspects of a mid-sized project, site of single function (e.g. M&amp;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.</p>

## Competencies

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

## Role definition

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



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