

Job Code: 675 **Design Graduate**

Reporting to: Design Manager

Purpose: Ensure design solutions offer the best product for both Lovell and our clients.

Achieving Results

- Provide the necessary technical knowledge to allow these designs to meet current and future legislation.
- Evaluation of design briefs and contractor's proposals
- Liaison with other disciplines to ensure the best design solutions

Managing the Process

- Keep abreast of innovative design solutions and materials
- Co-ordinate production of drawings
- Attend pre-qualification interviews and presentations when required
- Liaisons with other disciplines to ensure best designs are produced
- Review both in-house and external designs regularly
- Attend project meetings as required

Serving the Customer (Internal and External)

- Ensure tender design satisfies employer's requirements
- Provide technical support to the design team

Delivering Quality

- Carry out research and development on new innovations and materials
- Encourage innovative cost effective design solutions
- Ensure planning and building control issues are addressed by the Design Team by keeping abreast of changes in legislation

Managing People

Comply with Lovell Policy and Employment Legislation, relating to;

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

Regularly Communicate

- Keep staff up-to-date with relevant information, as appropriate

Give and Receive Feedback

- Be open to ideas and suggestions from direct reports

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
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			
Microsoft Word			
Microsoft Excel			
Microsoft Power Point			
Microsoft Outlook			
AutoCAD			
Power Project			