## Assistant Design Manager

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| **Generic title** | Assistant |
| **General Description** | A technical or functional support role expected to support closely defined tasks within company procedures and industry standards. The person will receive instruction, tasks and guidance from a more senior manager. In operations they will assist project and construction managers. In commercial they will assist buyers, planners, estimators and surveyors  |

## Competencies

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| **Achieving Results** | Will set goals for self in own work environmentDemonstrates enthusiasm for the job  |
| **Analytical thinking and decision making**  | Using personal experience and systematic approach to arrive at decisions on straightforward issues |
| **Communication** | Communicates positively with clarity and understandingPresents information in a structured wayDemonstrates confidence when communicating in own subject |
| **Dealing with change** | Positive attitude to change when presentedContributes to change in own area of work  |
| **Teamwork** | Contribute to the overall team objectivesUnderstand how to be part of a teamRegularly cooperate with team members |
| **Leadership** | The capacity to assume some position of influence within a team  |
| **Managing resources**  | Works effectively within time and budget constraints set by othersLooks to complete on schedule and recover slippage  |
| **Negotiation**  | The ability to discuss and agree priorities |
| **People Development**  | Can respond within tested frameworks of development to identify own needsUses personal experience to build own skills  |

## Role definition

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| **Summary of role**  | Work with senior design managers to learn the role of a design manager and support the SDM with daily tasks on aspects of tenders and projects in progress. |
| **Responsibilities and accountabilities**  | Play a part in managing the project design resource and team profile at bid and delivery stagesSupport the senior design manager to lead and provide a professional, comprehensive and sustainable design service for the customer and key partners / suppliers at bid and delivery stagesManage and co-ordinate agreed specific elements of the design process through the RIBA design stages. Challenge those elements of the brief and bring fresh thinking, innovation and implement continuous improvement benefits to the projects at bid and delivery stagesEnsure understanding and compliance with design management departmental procedures at bid and delivery stagesInvolvement with ‘design strategy’ and approachAssist the Senior Design Manager to set-up and agree design management regime with the design teamEnsure adherence to the design brief/scope of service and develop a comprehensive scope of service for key stages of projectAssist with design reviews and co-ordination meetingsAssist with the implementation of the design strategy to deliver co-ordinated design solutionsAssist in the production of fully co-ordinated design programmeMonitor progress against programme, and report to the project teamEstablish the need for and input into design reviewsEnsure awareness of the link between the developing design and the commercial and construction requirements and the cost plan budget allowancesEnsure that the design fully accords with the defined specifications as detailed within the work package control document or sub-contract documents as appropriateAssist in the coordination of the activities of the design team, contractors and statutory bodies (e.g. Local Authority planners & Building Control/HSE) in line with programme critical datesEnsure awareness of the compliancy issues, current legislation, standards and codes of practice required in a construction environment.Assist in the coordination of the 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/DegreeMembership of professional body preferred but not essential Focussed on providing a professional, comprehensive and sustainable design service for the Client at Bid/Delivery stageSome experience in any of these key sectors – Education, Health, Manufacturing, Industrial, Leisure, Transport, Residential Some experience in the tendering environment or with design development before construction |
| **Attributes and skills**  | A problem solverSelf-motivatedSome supervision skillsAbility to manage a given list of tasksAbility to work well either alone or as part of a teamSome knowledge of construction practices and standards within their subjectGood writing, analytical and problem solving skillsAbility to follow oral and written instructionsAbility to handle situations and problems Know when to ask for help and guidance  |