## 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 environment  Demonstrates 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 understanding  Presents information in a structured way  Demonstrates confidence when communicating in own subject |
| **Dealing with change** | Positive attitude to change when presented  Contributes to change in own area of work |
| **Teamwork** | Contribute to the overall team objectives  Understand how to be part of a team  Regularly 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 others  Looks 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 needs  Uses 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 stages  Support 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 stages  Manage 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 stages  Ensure understanding and compliance with design management departmental procedures at bid and delivery stages  Involvement with ‘design strategy’ and approach  Assist the Senior Design Manager to set-up and agree design management regime with the design team  Ensure adherence to the design brief/scope of service and develop a comprehensive scope of service for key stages of project  Assist with design reviews and co-ordination meetings  Assist with the implementation of the design strategy to deliver co-ordinated design solutions  Assist in the production of fully co-ordinated design programme  Monitor progress against programme, and report to the project team  Establish the need for and input into design reviews  Ensure awareness of the link between the developing design and the commercial and construction requirements and the cost plan budget allowances  Ensure that the design fully accords with the defined specifications as detailed within the work package control document or sub-contract documents as appropriate  Assist 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 dates  Ensure 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/Degree  Membership of professional body preferred but not essential  Focussed on providing a professional, comprehensive and sustainable design service for the Client at Bid/Delivery stage  Some 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 solver  Self-motivated  Some supervision skills  Ability to manage a given list of tasks  Ability to work well either alone or as part of a team  Some knowledge of construction practices and standards within their subject  Good writing, analytical and problem solving skills  Ability to follow oral and written instructions  Ability to handle situations and problems  Know when to ask for help and guidance |