

Design Manager

Generic title	Manager – 2
General Description	<p>A colleague at this level will take responsibility for delivering specific tasks, goals and objectives. They will work under direction but will be able to work without day to day support. They are expected to work proactively and deliver defined tasks to an industry standard.</p> <p>They will manage their own tasks within the context of a project or company objective. Whilst they will take day to day decisions on their own, they will refer significant decisions. They are accountable for the performance of a small team.</p> <p>In operations they will manage small or medium projects and site. They supervise larger teams of trades of co-ordinate significant functions on a larger project.</p> <p>In commercial they will manage costs and quantities on small projects or as part of a team on a larger project.</p>

Competencies

Achieving Results	<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>
Analytical thinking and decision making	<p>Rational and systematic analysis of situation to enable decisions on more varied issues</p> <p>Questioning the evidence to evaluate issues</p>
Communication	<p>Communicates positively with clarity and understanding</p> <p>Presents information in a structured way</p> <p>Demonstrates confidence when communicating in own subject</p>
Dealing with change	<p>Positive attitude to change when presented</p> <p>Contributes to change in own area of work</p>
Teamwork	<p>Contribute to the overall team objectives</p> <p>Understand how to be part of a team</p> <p>Regularly cooperate with team members</p>
Leadership	The capacity to assume some position of influence within a team
Managing resources	<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>
Negotiation	The ability to discuss and agree priorities
People Development	<p>Can respond well within tested frameworks of development to identify own needs</p> <p>Use personal experience to build own skills</p>

Role definition

Summary of role	To manage the design aspects of tenders and projects in progress.
Responsibilities and accountabilities	<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</p>

	<p>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 & 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>
Qualifications, training and technical knowledge	<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>
Attributes and skills	<p>Ability to work in a team environment contributing across a project, site or area</p> <p>Good management skills, with the ability to motivate self and colleagues to perform</p> <p>Good planning and time management skills; able to manage activities simultaneously within compromising on standards and quality</p> <p>Ability to ensure standards and specifications are met</p> <p>Ability to work with colleagues to contribute to project and operational performance</p> <p>Sound knowledge of construction practises and standards</p> <p>Specialist knowledge in chosen field, preferably high end residential construction projects</p>