

Senior Design Manager

Generic title	Senior Manager - 2
General Description	<p>In operations they will manage multidisciplinary construction projects or medium sized sites and their associated activities from conception through to completion, delivering work that meets project requirements, customer satisfaction and in accordance with Morgan Sindall standards. They will play a major role in ensuring Health, Safety and Environmental Policies are delivered.</p> <p>In commercial they will manage contracts and may lead on a framework, project, special works or design.</p>

Competencies

Achieving Results	<p>Capacity to set goals for self and others</p> <p>Proactively identifies and pursues new stretching targets and opportunities</p> <p>High levels of personal drive and commitment</p> <p>Adds value beyond doing the job</p> <p>Focuses well on personal development goals</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>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>
Dealing with change	<p>See potential of new ideas and situations</p> <p>Takes 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>
Teamwork	<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>Takes a cohesive and encouraging approach to team working</p>
Leadership	<p>Ability to take control of situations with one's sphere of influence</p> <p>Assume responsibility - organising and guiding where necessary</p>
Managing resources	<p>Create a resource plan for an unfamiliar or potentially complex project</p> <p>Manage others to implement effective planning, problem-solving and decision making</p> <p>Understand the resource implications on the business plan</p>
Negotiation	<p>Understand the other's point of view</p> <p>Make an objective and structured case with pros and cons</p> <p>Understand the need to give and take</p> <p>Understand and defend a position</p>
People Development	<p>Grow a team that is aligned with the business objectives</p> <p>Understand strengths and weaknesses of team members and work with them to good effect</p> <p>Understand ambition and manager expectations</p> <p>Use of a wide range of development tools</p>

Role definition

Summary of role	To manage the design aspects of tenders and projects in progress.
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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 and suppliers at bid and delivery stages</p> <p>Manage and coordinate 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 coordination meetings</p> <p>Ensure fully coordinated design strategy is in place and work closely with discipline lead designers to deliver coordinated design solutions</p> <p>Ensure that fully coordinated 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 subcontract documents as appropriate</p> <p>Coordinate the activities of the design team, contractors and statutory bodies (for example local authority planners and 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 customer</p>
Qualifications, training and technical knowledge	<p>HND/HNC/degree</p> <p>Member of an industry recognised professional institute for example CIOB</p> <p>Involvement with design strategy and approach is desirable</p> <p>Experience in a wide selection of sectors</p> <p>Experience on both single stage tenders and preferred terms work procurement routes</p> <p>Experience on bidding and winning work is essential</p>
Attributes and skills	<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 employees to achieve high standards of compliance</p> <p>Excellent organisational, planning and time management skills; able to manage projects simultaneously with compromising on standards and quality</p> <p>Sound knowledge of the construction industry</p> <p>Ability to ensure standards and specifications are met</p> <p>Ability to work with senior management to set project and operational targets</p> <p>Excellent negotiation and diplomacy skills and the ability to make a sound business case to senior stakeholders</p> <p>Sound IT skills with experience of document management systems</p>