

Assistant Design Manager

Generic title	Assistant
General Description	<p>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.</p> <p>In operations they will assist project and construction managers.</p> <p>In commercial they will assist buyers, planners, estimators and surveyors</p>

Competencies

Achieving Results	<p>Will set goals for self in own work environment</p> <p>Demonstrates enthusiasm for the job</p>
Analytical thinking and decision making	Using personal experience and systematic approach to arrive at decisions on straightforward issues
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>Works effectively within time and budget constraints set by others</p> <p>Looks to complete on schedule and recover slippage</p>
Negotiation	The ability to discuss and agree priorities
People Development	<p>Can respond within tested frameworks of development to identify own needs</p> <p>Uses personal experience to build own skills</p>

Role definition

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	<p>Play a part in managing the project design resource and team profile at bid and delivery stages</p> <p>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</p> <p>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</p> <p>Ensure understanding and compliance with design management departmental procedures at bid and delivery stages</p> <p>Involvement with 'design strategy' and approach</p> <p>Assist the Senior Design Manager to 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>Assist with design reviews and co-ordination meetings</p> <p>Assist with the implementation of the design strategy to deliver co-ordinated</p>

	<p>design solutions</p> <p>Assist in the production of fully co-ordinated design programme</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 awareness of the link between the developing design and the 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>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</p> <p>Ensure awareness of the compliancy issues, current legislation, standards and codes of practice required in a construction environment.</p> <p>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</p>
Qualifications, training and technical knowledge	<p>HND/HNC/Degree</p> <p>Membership of professional body preferred but not essential</p> <p>Focussed on providing a professional, comprehensive and sustainable design service for the Client at Bid/Delivery stage</p> <p>Some experience in any of these key sectors – Education, Health, Manufacturing, Industrial, Leisure, Transport, Residential</p> <p>Some experience in the tendering environment or with design development before construction</p>
Attributes and skills	<p>A problem solver</p> <p>Self-motivated</p> <p>Some supervision skills</p> <p>Ability to manage a given list of tasks</p> <p>Ability to work well either alone or as part of a team</p> <p>Some knowledge of construction practices and standards within their subject</p> <p>Good writing, analytical and problem solving skills</p> <p>Ability to follow oral and written instructions</p> <p>Ability to handle situations and problems</p> <p>Know when to ask for help and guidance</p>