

JOB DESCRIPTION

Role Title:	Design Manager	Location:	Bildeston or London with visits to sites and alternate offices
Department:	Design		
Reports to:	Design Department Manager	Direct Reports:	None

Role Overview:	<p>A dynamic role, requiring you to simultaneously manage multiple ongoing projects. This would involve managing the processes relating to the Projects Design to ensure everything is delivered to schedule and budget.</p> <p>This role would be working very closely with Design Technicians, Project Managers, Surveyors, Site Managers and other key members of the project team.</p> <p>Predominantly based in Bildeston but will be required to attend design briefings / presentations / attend site on Projects mainly in London but wherever the company wins work.</p>
Roles & Responsibilities:	<ul style="list-style-type: none"> • Manage the setting out of projects within time and to the required level of quality • Setting up status reports including suffix allocation and the allocation of hours / work to design technicians, raising RFI's, sample and technical submittal requests • Manage and co-ordinate the setting out process, this will include ensuring site surveys are completed. • Review and control of the project program and reporting against it • Attend Meetings associated to the design development of the project • Ensure all drawings are checked against architect's details / requirements. Once issued making sure all drawings are given a status in a timely manner and updated to any comments until Status A is achieved. • Ensure the correct revision drawings are being worked to • Raising Requisitions / cutting lists • Ensuring compliance with all Company Quality and Environment Procedures • Ensuring compliance with all Company Health & Safety Policies and Procedures
Necessary Skills/Aptitude/ Knowledge/ Experience:	<ul style="list-style-type: none"> • A passion for design, commitment to excellence and a focus on continuous improvement • A high level of attention to detail and the ability to stay focused in difficult situations • A willingness to take full accountability for your role, actions, judgements and decisions • Initiative and an innovative approach to problem solving • Ability to lead and motivate collaborative teams. • Teamworking, relationship building and influencing skills • Leadership skills and decisiveness • Good time management and time keeping

JOB DESCRIPTION

	<ul style="list-style-type: none"> • Ability to prioritize workload and deal with busy deadlines
Desirable Skills/Aptitude/ Knowledge/ Experience:	<ul style="list-style-type: none"> • AutoCAD / Solidworks • Microsoft Excel • Microsoft Word
Qualifications: (Desirable to do the job)	<ul style="list-style-type: none"> • Related qualification / certificate would be highly advantageous
Key Internal Relationships:	<ul style="list-style-type: none"> • Design including Document Control • Project Managers / Site Managers • Surveyors
Key External Relationships:	<ul style="list-style-type: none"> • Main Contractors • Sub Contractors / Suppliers
Prepared By:	<div>David Shiress</div> <div>Date: 16.05.22</div>