

## JOB DESCRIPTION

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

<b>Role Overview:</b>	<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>
<b>Roles &amp; Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Manage the setting out of projects within time and to the required level of quality</li> <li>• Setting up status reports including suffix allocation and the allocation of hours / work to design technicians, raising RFI's, sample and technical submittal requests</li> <li>• Manage and co-ordinate the setting out process, this will include ensuring site surveys are completed.</li> <li>• Review and control of the project program and reporting against it</li> <li>• Attend Meetings associated to the design development of the project</li> <li>• 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.</li> <li>• Ensure the correct revision drawings are being worked to</li> <li>• Raising Requisitions / cutting lists</li> <li>• Ensuring compliance with all Company Quality and Environment Procedures</li> <li>• Ensuring compliance with all Company Health &amp; Safety Policies and Procedures</li> </ul>
<b>Necessary Skills/Aptitude/ Knowledge/ Experience:</b>	<ul style="list-style-type: none"> <li>• A passion for design, commitment to excellence and a focus on continuous improvement</li> <li>• A high level of attention to detail and the ability to stay focused in difficult situations</li> <li>• A willingness to take full accountability for your role, actions, judgements and decisions</li> <li>• Initiative and an innovative approach to problem solving</li> <li>• Ability to lead and motivate collaborative teams.</li> <li>• Teamworking, relationship building and influencing skills</li> <li>• Leadership skills and decisiveness</li> <li>• Good time management and time keeping</li> </ul>

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