

DAVID COLLINS STUDIO

SENIOR DESIGNER ROLE OVERVIEW

FOCUS OF THE ROLE:	This is a project management role - focussed on the day to day delivery of projects
REPORTS TO:	Associate Designer or Associate Director
DIRECT REPORTS:	Graduate Designer, Designer, Mid Weight Designer, Project Designer
MEETING INVOLVEMENT:	Internal & External meetings Planning meetings
EXPERIENCE:	Minimum 9 years experience in Interior Design role Experience working across at least two sectors (Private Residential, Commercial Residential, F&B, Hospitality, Retail) Experience leading at least 3 projects from concept to handover (project size dependant). Including on-site experience Experience managing multiple projects and project teams simultaneously Can identify when DCRs / ASRs are required and can prepare and communicate full requirements to Studio Programme Manager and/or COO

DAY TO DAY RESPONSIBILITIES:

- In conjunction with management, develop concepts that provide an original, appropriate and effective solution to the creative brief
- Assist with drawing production when required ensuring that the highest standard drawings are being produced by the team and that DCS template requirements are followed
- Lead internal team meetings and creative reviews; explore and discuss creative concepts at appropriate stages in the project
- Assist in researching, selecting and collating appropriate and fit-for-purpose finishes, sanitaryware and hardware that support the design
- Lead internal review meetings and suggest resolutions to issues as they arise
- Co-ordinate and liaise with contractors, sub-contractors, local authorities and all other relevant personnel
- Strive to produce work of a consistently high standard that is recognised both internally and externally
- Lead planning process in terms of hours and drawing requirements for each stage
- "Prepare and submit planning applications, tender documentation and licensing drawings.
- Oversee the content on DCS specifications"
- Co-ordinate the team workload, ensuring that all stages of the project are delivered with clarity on time and on budget

- Ensure quality control through regular site visits and record progress
- Win the confidence of the client and internal team by creating and communicating a clearly defined direction to pursue
- Attend and chair client meetings, provide minutes/contact report to all attendees
- Ensure client relationship is maintained and developed
- Schedule and communicate all costs and specifications internally and externally
- Ensure that final project delivery runs smoothly and that all FF&E and styling requirements are delivered on brief
- Manage the development and preparation of scheme designs including for FF&E requirements

ROLE RESPONSIBILITIES

DESIGN MANAGEMENT

Creative Process Focus:	Leads the concept generation with support from Associate / Director
Design Process Involvement:	Ensure operational functionality of designs produced by team Review and develop concept ideas prior to internal presentation Push forward and challenge the creative direction
Studio Design Ethos & Values:	Engages and applies design values to all tasks undertaken, effectively communicates the values to other members of the team, able to communicate the values to clients and consultants
Design Communication:	Explores new ways to visually communicate design and ensures clarity and accuracy of design delivery. Communicates design ideas clearly, persuasively and with passion
Research Skills:	Actively seeks new and specialist sources of inspiration and is able to apply to design

PROCESSES

Deliverables & Reporting:	Structures and manages deliverables for the team with clarity Responsible for ensuring any DCRs/ASRs are identified and processed correctly and requirements are communicated to Studio Project Manager Preparation of stage approval documentation in absence of Project Designer in team Responsible for planning resources and hours requirements of projects internally, in coordination with Associate / Director and FF&E team.
Time Management & Productivity:	Ensures timesheets are completed weekly and understands the importance of accurate reporting Able to manage the workload of multiple team to ensure that deadlines are met Able to rearrange project resources to achieve deadlines as necessary
VE / Cost Management:	Sets clear strategies for the team to work within budget

Brief & Expectations:	Highlights and responds to issues likely to arise Takes a lead in developing and communicating how the proposed design provides value and aligns with & exceeds the client brief
Quality control:	Sign off draft 2
Software:	Applies own or others specialised knowledge in software to improve design efficiency and output

STUDIO

Team work / people management:	Appraisals and development of direct reports Promotes independence and development, building trust within the team Undertake planned review meetings (during induction period and annual appraisals) Delegate tasks and activities to team members effectively Provide regular feedback about performance (both positive and developmental) 1st stage interviews direct reports and approval decision for Graduate Designers to Mid Weight Designers Work with direct reports to identify development needs and put in place appropriate developmental objectives Ensure that teams development needs are considered during resource planning and tasks assigned
Client, Consultant, Supplier & External Team Communication:	Communicates clearly and passionately with the client team Face to face client liaison and ongoing management including client letters
Knowledge Sharing:	Actively starts and leads studio wide knowledge sharing initiative
Studio Culture & Values:	Actively starts and leads studio wide initiatives, raises opportunities for improvement to Management Takes a leading role in studio wide Steering Groups and initiative
New Business:	Recognise and develop new business opportunities with new or existing clients Orchestrate pitches and proposals through effective management and facilitation Act as an ambassador for the company 'brand'; striving to raise the company profile in the industry