

DAVID COLLINS STUDIO

JOB TITLE	Project Designer
REPORTS TO	Senior Designer (SD)
DIRECT REPORTEES	None
FOCUS OF ROLE	This is a project management role - focussed on the day to day delivery of projects
PEOPLE MANAGEMENT	Runs projects – oversees workflow/deliverables for Mid-Designer downwards in terms of delegation of tasks
CREATIVE PROCESS FOCUS	Supports Associate Director/Designer / Senior Designer with concept development of projects
DESIGN PROCESS	Ensure operational functionality of designs produced by Mid-Designer downwards
QUALITY CONTROL	Sign off draft 1
RECRUITMENT	1st stage interviews for Mid-Designer level downwards
MEETING INVOLVEMENT (INTERNAL)	Planning meetings – attends
PLANNING	Supports SD with planning process
CLIENT LIAISON	Day to day liaison and prepares/issues monthly reports for clients
WORK STAGE APPROVAL	Preparation of stage approval documents
ASR	Generation and draft of requirements

DAY TO DAY RESPONSIBILITIES

CONCEPT DEVELOPMENT

- In conjunction with management, assist in the development of concepts that provide an original, appropriate and effective solution to the creative brief

DETAIL DESIGN OR PLANNING & SCOPING

- Project manage the day to day development and preparation of scheme designs; overseeing the workflow and deliverables for Mid-Designer and below
- Support management with day to day planning process in terms of hours and drawing requirements
- Communicate effectively with key team members and client on a regular basis

IMPLEMENTATION

- Day to day liaison with contractors, sub-contractors, local authorities and all other relevant personnel
- Prepare and submit planning applications, tender documentation and licensing drawings
- Day to day liaison with client and prepare and ensure monthly report on project progress

CREATIVE RECOGNITION

- Strive to produce work of a consistently high standard that is recognised both internally and externally

PEOPLE MANAGEMENT

- Delegate tasks and activities to Mid-Designers and below
- Provide feedback to help improve performance of Mid-Designers and below as appropriate
- First round interviews for Mid-Designers and below

WHAT THIS PERSON NEEDS TO KNOW

- Technical understanding of architectural design
- Good understanding of current trends in the design industry
- An understanding of target markets
- Product design
- Knowledge of materials

ATTRIBUTES NEEDED TO BE A GOOD FIT FOR THE ROLE

- Calm under pressure
- Ability to delegate and monitor progress of activities effectively
- Organised and efficient – able to project manage effectively
- Pragmatic and flexible

EXPERIENCE, SKILLS AND QUALIFICATIONS

ESSENTIAL

- Degree or equivalent in Interior Design, Furniture Design or Architecture
- Proven experience of and developed creative ability gained from a related design practice (likely to be gained over 6 - 10 years)
- Effective delegation
- Ability to interpret briefings correctly
- Interpersonal: building strong effective working relationships, internally and externally
- Visualisation of other people's ideas
- Sketching and drawing
- AutoCAD 2D/3D
- MS Word
- MS Excel
- Sketch-up
- Photoshop
- InDesign

DESIRABLE

- Experience of working in at least two interior sectors (residential, retail, restaurant hotel)
- Experience of working on bespoke projects
- MS Project
- MS PowerPoint
- Illustrator