

# DAVID COLLINS STUDIO

JOB TITLE	Studio Programme Manager
REPORTS TO	C.O.O.
FOCUS OF ROLE	Working closely with our Design teams, New Business, and our Finance function, responsible for the effective resourcing, delivery and profitability of projects.

## KEY RESPONSIBILITIES

- Take initial project proposals and brief and prepare project plan with project lead and other team members
- Prepare programmes for projects, populate studio wide schedules, and advise on studio-wide capacity levels
- Chair weekly Resource Planning meetings flagging any unresolved resource requests and new projects to be resourced
- Set budgets for project resources and work with Finance and project leads to plan delivery
- Responsible for the efficient resourcing of all projects across the Studio
- Responsible for deadline and delivery management Studio overview
- Prepare and issue stage approvals letters on completion of workstage deliverables
- Record changes of scope with Design Change Requests and raise Additional Service Requests for Finance
- Liaise with project leads to tackle any issues encountered and realign plan
- Hold monthly meetings with Finance Manager to highlight any project issues and check on debtors
- Approve monthly billings with Finance
- Work with Finance and Design team to adjust monthly Studio schedule noting percentage of work complete
- Prepare monthly healthcheck report from timesheets, fortnightly Management capacity reports based on the business forecast, and fortnightly overtime reports
- Collaborate with New Business on deliverables in contracts
- Analyse project process and identify where improvements can be made
- Compare forecast resource budgets to actual spend. Work with Finance and COO to adjust plans if required.

## WHAT THIS PERSON NEEDS TO KNOW

- Technical understanding of the stages of interior and architectural design projects
- Financial and commercial awareness
- Knowledge of design industry and other related industry trends

## ATTRIBUTES NEEDED TO BE A GOOD FIT FOR THE ROLE

- Analytical and methodical approach to problem solving
- Excellent communication skills
- Excellent numeracy skills
- Organised and efficient
- Team player
- Ability to think strategically

## EXPERIENCE, SKILLS AND QUALIFICATIONS

### ESSENTIAL

- Degree or equivalent
- Proven experience in a similar environment, ideally in a similar role, likely gained over 5+ years
- Interpersonal: building strong, effective working relationships, both internally and externally
- Excellent MS Word and MS Excel
- Experience using Paprika or similar time-sheet management system

**DESIRABLE**

- Degree or equivalent in Architecture, Finance, Business Management or Interior Design