

DAVID COLLINS STUDIO

JOB TITLE	Senior Designer
REPORTS TO	Associate Director / Associate Designer
DIRECT REPORTEES	Design team from Project Designer downwards
FOCUS OF ROLE	This is a project management role - focussed on the day to day delivery of projects
PEOPLE MANAGEMENT	Appraisals and development of direct reports
CREATIVE PROCESS FOCUS	Support Associate Director/Designer with concept development of projects
DESIGN PROCESS	Ensure operational functionality of designs produced by team
QUALITY CONTROL	Sign off draft 2
RECRUITMENT	1st stage interviews direct reports and approval decision for D-Mid and below
MEETING INVOLVEMENT (INTERNAL)	Leads Seniors meeting for sector Planning meetings – attends
PLANNING	Responsible for planning resources and hours requirements of projects
CLIENT LIAISON	Face to face client liaison and ongoing management including client letters
WORK STAGE APPROVAL	Preparation of stage approval documentation in absence of Project Designer in team
ASR	Responsible for ensuring any ASRs are identified and processed correctly and requirements are communicated to Studio Project Manager
NEW BUSINESS GENERATION	Generates new business with new and existing clients - target to be added Will attend new business meetings

DAY TO DAY RESPONSIBILITIES

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

CONCEPT DEVELOPMENT

- In conjunction with management, develop concepts that provide an original, appropriate and effective solution to the creative brief
- Win the confidence of the client and internal team by creating and communicating a clearly defined direction to pursue
- Present and sell concepts and design solutions to client

DETAIL DESIGN OR PLANNING & SCOPING

- Manage the development and preparation of scheme designs including for FF&E requirements
- Schedule and communicate all costs and specifications internally and externally
- Co-ordinate workload, ensuring that all stages of the project are delivered with clarity on time and on budget
- Communicate effectively with key team members and client on a regular basis

IMPLEMENTATION

- Co-ordinate and liaise with contractors, sub-contractors, local authorities and all other relevant personnel
- Prepare and submit planning applications, tender documentation and licensing drawings
- Attend and chair client meetings, provide minutes/contact report to all attendees
- Ensure quality control through regular site visits and record progress

HANDOVER

- Ensure that final project delivery runs smoothly and that all FF&E and styling requirements are delivered on brief
- Ensure client relationship is maintained and developed

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 team members effectively
- Provide regular feedback about performance (both positive and developmental)
- Undertake planned review meetings (during induction period and annual appraisals)
- Work with direct reports to identify development needs and put in place an appropriate development plan
- Undertake recruitment activities

WHAT THIS PERSON NEEDS TO KNOW

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

ATTRIBUTES NEEDED TO BE A GOOD FIT FOR THE ROLE

- Calm under pressure
- Ability to effectively manage and develop others
- Confident and approachable
- 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 and developed creative ability gained from a related design practice (likely to be gained over 9 - 12 years)
 - Effective people management
 - Ability to interpret briefings correctly
 - Ability to present effectively
 - 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 three interior sectors (residential, retail, restaurant and hotel)
 - Experience of working on bespoke projects
 - MS Project
 - MS PowerPoint
 - Illustrator