

DAVID COLLINS STUDIO

JOB TITLE	Senior Designer FF&E
REPORTS TO	Associate Director / Associate Designer
DIRECT REPARTEES	Design team from Project Designer downwards
FOCUS OF ROLE	To ensure that the furniture, fittings and equipment (FF&E) requirements on all projects are sourced, ordered and delivered on time and on budget and to brief
PEOPLE MANAGEMENT	To assist with 1st stage interview direct reports as and when required. To manage, mentor and develop junior and/or middleweight FF&E designers
CREATIVE PROCESS FOCUS	To work closely with interior designers to ensure project is delivered holistically
DESIGN PROCESS	Co-ordinate receipt, delivery and installation of all FF&E Ensure all FF&E specifications are delivered to site as scheduled
PLANNING PROCESS	Responsible for planning resources and hours requirements of projects
QUALITY CONTROL	Sign off draft 2
MEETING INVOLVEMENT (INTERNAL)	Leads senior meeting for sector and FF&E requirements Planning meetings – attends
NEW BUSINESS GENERATION	Generates new business with new and existing clients - target to be added Will attend new business meetings as and when required
ASR	Responsible for ensuring any design requests out of original scope are identified and processed correctly and requirements are communicated to Studio Project Manager
WORK STAGE APPROVAL	Prepare spreadsheets outlining all costs and gain approval from MD and Account Manager

DAY TO DAY RESPONSIBILITIES

NEW BUSINESS

- To support the recognition and development of new business opportunities with new or existing clients
- To assist in pitches and proposals through effective management and facilitation as and when required
- 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
- Provide information and make suggestions on availability of suitable FF&E as required.
- Create boards/layout plans in accordance with agreed concepts

- Present and sell concepts and design solutions to client
- Work with designers to prepare, schedule and cost all FF&E specifications

DETAIL DESIGN OR PLANNING & SCOPING

- Negotiate, co-ordinate and liaise with suppliers to ensure that all specifications and deliveries are being met on time and on budget and to the best possible quality to meet DCS standards.
- Schedule and communicate all costs and specifications internally and externally
- Oversee Purchase Orders, specification sheets and control books for all requirements
- Generate alternative solutions as and when problems arise and seek approval from senior designers
- Communicate effectively with key team members and client on a regular basis
- Research and meet with new suppliers to ascertain suitability and advance DCS supplier base.

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
- Oversee professional photography.

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

ATTRIBUTES NEEDED TO BE A GOOD FIT FOR THE ROLE

- Calm under pressure
- Ability to effectively manage and develop others
- Results focused and deadline driven
- Assertive

- Confident and approachable
- Articulate with strong communication skills
- Organised and efficient
- Proactive
- 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 6 - 10 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
- Budgeting and procurement experience
- Strong time management skills
- Ability to read and understand technical drawings
- MS Word
- MS Excel

DESIRABLE

- Experience in working across at least three interior sectors (hospitality, retail, restaurant etc.)
- Experience in working on bespoke projects
- MS Project
- MS PowerPoint
- Photoshop
- Illustrator