

DAVID COLLINS STUDIO

JOB TITLE	Project Designer FF&E
REPORTS TO	Senior Designer (Associate Designer or Associate Director if no SD in team)
DIRECT REPORTEES	None
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 of Mid Designers and below, as and when required. To assist in the development of junior and/or middleweight FF&E designers Oversees workflow/deliverables for FF&E Designers and Grads in terms of delegation of tasks and communicates within project teams
CREATIVE PROCESS FOCUS	To work closely with interior designers to ensure project is delivered holistically and the concept is realised
MEETING INVOLVEMENT (INTERNAL)	Assists in planning for FF&E requirements Planning meetings - attends
PLANNING PROCESS	Supports Design Team with planning process
DESIGN PROCESS	Selection, design production and issuing of specifications for FF&E at all stages Ensure selections are fit for purpose Ensure all FF&E specifications are delivered to site as scheduled
QUALITY CONTROL	Sign off draft 1
SUPPLIER LIAISON	Maintain and develop existing relationships with existing suppliers and manufacturers Research and meet with new suppliers to ascertain suitability and advance DCS supplier base
CLIENT LIAISON	Day to day liaison and prepares / issues monthly reports for client on FF&E in conjunction with lead designer
ASR	Generation and draft of requirements
WORK STAGE APPROVAL	Preparation of stage approval documents

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
- Create schemes in accordance with agreed concepts
- Assist the Senior FF&E Designer or Director to create boards/layout plans in accordance with agreed concepts

DETAIL DESIGN OR PLANNING & SCOPING

- Provide information and make suggestions on selection and availability of suitable FF&E as required
- Work with designers to prepare and schedule all FF&E specifications and communicate all selections and specifications internally and externally (and cost, if required)

- Project manage the day to day development and preparation of scheme designs; with the project or senior designer, oversee the work flow and deliverables for (FF&E) mid-designers and below
- Communicate effectively with key team members and clients on a regular basis
- Research and meet with new suppliers to ascertain suitability and advance DCS supplier base
- Generate alternative solutions as and when problems arise and seek approval from the senior designer or director

IMPLEMENTATION

- Assist with the negotiation, co-ordination and liaison 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
- Day to day liaison with procurement agents, contractors and sub-contractors and all other relevant personnel
- Day to day liaison with client, prepare and ensure monthly report on project progress
- Ensure quality control throughout

HANDOVER

- Assist in the smooth running of the final project delivery and that all FF&E and styling requirements are delivered on brief and to a high and meticulous DCS standard
- Ensure client relationship is maintained and developed
- Assist or support 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 (Mid Designers and below) effectively
- Provide feedback about performance on Mid Designer and below (both positive and developmental)
- Undertake recruitment activities where appropriate

WHAT THIS PERSON NEEDS TO KNOW

- Technical understanding of materials, products, furniture and lighting design
- 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 delegation
 - 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
 - InDesign
- DESIRABLE**
- Experience of working in at least three interior sectors (residential, retail, restaurant, hotel)
 - Experience of working on bespoke projects
 - MS Project
 - MS PowerPoint
 - Photoshop
 - Illustrator
 - AutoCAD