

DAVID COLLINS STUDIO

PROJECT DESIGNER ROLE OVERVIEW

FOCUS OF THE ROLE:	This is a project management role - focussed on the day to day delivery of projects
REPORTS TO:	Senior Designer or Associate Designer/Director
DIRECT REPORTS:	Graduate Designer and Designer (and Mid Weight Designer if no Senior in the team)
MEETING INVOLVEMENT:	Internal & External meetings
EXPERIENCE:	<p>Minimum 7 years' experience in Interior Design role Experience working across at least two sectors (Private Residential, Commercial Residential, F&B, Hospitality, Retail)</p> <p>Experience leading the delivery of at least one project from concept to handover. Including on-site experience. And / Or Experience leading multiple packages from concept to handover (Project size dependant)</p> <p>Experience managing a team independently Experience preparing stage approval documents and generating draft DCRs/ ASRs</p>

DAY TO DAY RESPONSIBILITIES:

- In conjunction with management, assist in the development of concepts that provide an original, appropriate and effective solution to the creative brief
- Assist with drawing production when required ensuring that the highest standard drawings are being produced by the team and that DCS template requirements are followed
- Support across the administrative aspects of a project e.g.: filing, source suppliers, manage incoming and outgoing drawings, catalogue presentation boards, etc
- Proactively participate in internal team meetings and creative reviews; explore and discuss creative concepts at appropriate stages in the project
- Assist in researching, selecting and collating appropriate and fit-for-purpose finishes, sanitaryware and hardware that support the design
- Attend internal review meetings and suggest resolutions to issues as they arise
- Assist in the development and preparation of scheme designs
- Day to day liaison with consultants, contractors, sub-contractors, local authorities and all other relevant personnel
- Strive to produce work of a consistently high standard that is recognised both internally and externally
- Lead day to day planning process in terms of hours and drawing requirements
- "Prepare and submit planning applications, tender documentation and licensing drawings.
- Oversee the content on DCS specifications

- Project manage the day-to-day development and preparation of scheme designs; overseeing the workflow and deliverables for Mid-Designer and below
- Ensure quality control through regular site visits and record progress
- Day to day liaison with client and prepare and ensure monthly report on project progress

ROLE RESPONSIBILITIES

DESIGN MANAGEMENT

Creative Process Focus:	Supports Associate Director/Designer / Senior Designer with concept development of projects
Design Process Involvement:	Ensure operational functionality of designs produced by team
Studio Design Ethos & Values:	Strive to produce work of consistently high standard that is recognised both internally and externally
Design Communication:	Understands which methods to use to communicate and develop ideas Communicates complex ideas and layered design with clarity and logic
Research Skills:	Introduces industry knowledge to research and communicates them effectively

PROCESSES

Deliverables & Reporting:	Able to advice on deliverables and check quality of the work produced by the team Experience preparing stage approval documents and generating draft ASRs Supports Senior Designer / Associate Designer with planning process Ensures timesheets are completed weekly and understands the importance of accurate reporting
Time Management & Productivity:	Able to manage own workload and workload of the team to ensure that deadlines are met Communicates effectively and in good time to Senior Designer / Associate Designer if deadlines are at risk
VE / Cost Management:	Demonstrates awareness of cost and is able to use industry knowledge and benchmarking to respond creatively to budgets Maintains awareness of cost issues as they arise and able to propose alternative solutions
Brief & Expectations:	Able to push and develop the design brief to deliver outstanding design and improved value to the client
Quality control:	Sign off draft 1
Software:	Mentors other members of the studio in design tools, software and file management

STUDIO

Team work / people management:	Encourages and mentors others, assigns and reviews work, while actively contributing personally Runs projects – oversees workflow/deliverables for Mid-Designer downwards in terms of delegation of tasks Encourages autonomy through delegation Participates in annual appraisals and probation reviews for Graduate Designers and Designers Delegate tasks and activities to the team Provide feedback to help improve performance of Graduate to Mid Weight Mid Designers as appropriate 1st stage interviews for Graduate to Mid Weight Designer level Support Senior Designer / Associate Designer in implementing development needs for Graduate to Mid Weight Designers
Client, Consultant, Supplier & External Team Communication:	Actively participates in external meetings Day to day liaison and prepares/issues monthly reports for clients
Knowledge Sharing:	Actively looks for opportunities to share information across the studio
Studio Culture & Values:	Contributes to established studio initiatives, prioritises effectively between project responsibilities and studio initiative Contributes to the organisation of studio workshops and/or Off-Grid events Encourages team members to participate and speak when presented with the opportunity
New Business:	Able to attend events and act as an ambassador for the studio and projects worked on