

**Job Profile comprising Job Description and Person Specification**

**Job Description**

<b>Job Title:</b> Design Manager	<b>Grade:</b> MG2
<b>Section:</b> Design Service	<b>Directorate:</b> HRD
<b>Responsible to following manager:</b> Head of Service	<b>Responsible for following staff:</b> Principal Building Surveyor Principal Architect Principal Landscape Architect Principal Engineer
<b>Post Number/s:</b>	<b>Last review date:</b>

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

- Fully Qualified Design Professional
- Act as a Lead Designer /Design coordinator
- Reviewing designs with health and safety in mind
- Overseeing the design process using technical expertise
- Ensuring drawings and designs are produced on time, to a high quality, and are easy to decipher
- Avoiding errors and reducing financial risk during all design stages
- Ensuring designs are available to those who need them, at the appropriate time
- Maintaining thorough documentation of the design process
- Motivating and encouraging internal and external design teams.

### **Specific Duties and Responsibilities**

- Perform the role of lead coordinator for the Service
- Be the recognised expert across both Councils in their area of work. Show technical leadership and provide technical expertise and advice both within the Service and to Clients and Stakeholders
- Commercial awareness and reporting of scheme performance.
- Provide support to build up a network of clients and undertake regular business development activities. Work with clients to ensure their expectations are met.
- Applications of lessons learnt and best practice to continually improve outcomes
- Design programming skills, being able to monitor outputs and initiate corrective action.
- Contribute to the introduction of innovation or advances in technical design.
- Promote and ensure adherence to Sustainability and Health and Safety policies
- Review outputs from multidisciplinary teams, identify and resolve issues, lead Design Reviews, Design Team meetings & Client Engagement meetings. Carry out regular design Audits at key stages to ensure exceptional service to clients.
- Advise on technical and quality related matters at all stages of the development process from initial scheme feasibility, consultant engagement and procurement, through to design, commissioning of pre-construction design services (where applicable) review of contractor's proposals, pilots and benchmarks and construction to practical completion
- Support officers to review potential value engineering opportunities through the design and planning process and propose options for alternative design proposals and specifications whilst maintaining quality
- Assist officers to manage the critical path programme in respect of design and technical development project key milestone dates
- Assist officers to review and quantify any technical risks and agree strategy to mitigate, off-set or eradicate the risks; or ensure there are appropriate cost and time allowances included within the overall budget and programme
- Maintain comprehensive and up-to-date knowledge of all relevant legislation, procedures, and current/emerging best practice
- Provide effective management of staff, including recruitment, training, development and appropriate application of policies and codes of practice on staffing matters
- Provide operational and motivational leadership of staff, providing a visible presence to the workforce and promoting a good working environment with the primary aim of delivering high quality services.
- Undertake continual professional development
- Keep up to date with changing building legislation and codes of practices relating to design.
- Attends committee as required to present reports on their service area.
- Carry out other duties and responsibilities, as required, and as requested by members of the management team.
- Deputise for the Head of Service when required.

**Client relationship management**

- Ensure client satisfaction at each stage of the project.
- Submitting report of the project on a regular basis to the client and team.
- Keeping the client up to date at every step of the project, getting their approval for the next stage.
- Be passionate, driven, motivated, proactive, kind and honest

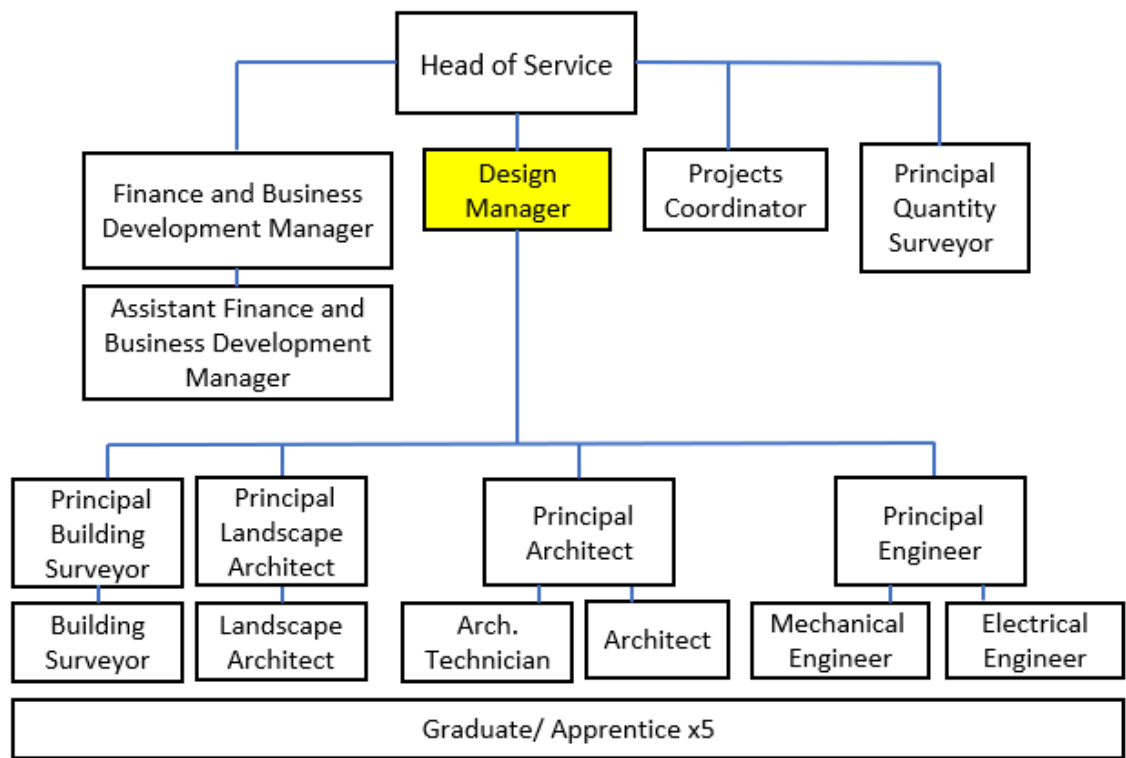
**Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

- Attendance at evening meetings required.
- The Service operates as a consultancy. Critical to its success is achieving high levels of customer care and customer satisfaction.
- The Service is in direct competition with the private sector and therefore needs to attract and retain creative, innovative, knowledgeable and experienced professional staff to be able to perform in a demanding environment.

Team structure



# Person Specification

<b>Job Title:</b> Design Manager	<b>Grade:</b> MG2
<b>Section:</b> Design Service	<b>Directorate:</b> HRD
<b>Responsible to following manager:</b> Head of Service	<b>Responsible for following staff:</b> Principal Building Surveyor Principal Architect Principal Landscape Architect Principal Engineer
<b>Post Number/s:</b>	<b>Last Review Date:</b>

## Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements		Assessed by A & I/ T/ C (see below for explanation)
<b>Knowledge</b>		
Strong awareness of Sustainability and Health and Safety within the construction industry, CDM regulations, JCT D&B contracts, traditional contracts.		A/I
Good financial awareness to ensure schemes are viable		A/I
Demonstrate good design and technical knowledge		A/I
Commercial awareness at all stages of the project life cycle		A/I
<b>Experience</b>		

Qualified building professional with substantial Experience	A/I
Membership of a professional body associated with construction industry	A
Significant experience of managing technical staff and a commitment to design and construction quality	A/I
Experience of preparing design and technical briefs and specifications	A/I
Experience of working with client groups and design and construction teams to achieve best value and quality standards, with an ability to communicate effectively with a wide range of technical and non-technical people including clients, customers, colleagues and regulatory bodies	A/I
Procurement of value engineered technical designs which respond to the risks, opportunities and constraints of the site and scheme	A/I
Experience of working with colleagues to deliver schemes under JCT design and build and traditional contracts	A/I
Experience of dealing with technically challenging schemes and providing professional technical guidance on design matters and construction	A/I
Significant experience of dealing with contractors and consultants during the project process.	A/I
<b>Skills</b>	
Excellent interpersonal and communication skills, able to co-ordinate, lead, motivate and work as part of a team with good judgement and ability to problem solve	A/I
Strong planning, leadership, monitoring and motivating skills to maximise productivity and performance and to meet challenging deadlines, leading by example	A/I
Forward thinking and interested in developing smart ways of working with teams to realise client and operational objectives	A/I
Strong organisational skills with the ability to multi-task and a positive and 'can do' approach.	A/I
Political awareness. Establishes positive and appropriate relationships with Members, demonstrating political understanding and sensitivity.	A/I
Competence in the use of information technology and enthusiasm about its deployment in service delivery.	A/I
<b>Qualifications</b>	
Possession of an industry recognised professional body for example ARB, RIBA, RICS, CIBSE	A

**A – Application form / CV**  
**I – Interview**  
**T – Test**  
**C - Certificate**