

We are a global design leader ranked 17th in the UK and within the Global Top 100 of architectural practices. With our Head Office in London, we have studios across the UK and internationally in New York, Singapore and Amsterdam.

Our people are the foundation of our culture: tightly knit and incredibly welcoming. We nurture our staff and encourage their creative and entrepreneurial spirit. We set high standards for ourselves and our teams work collaboratively to achieve the best, and have the determination and drive to do things better. We like to push ourselves, creatively, in business and as a team. We listen and explore every angle with our clients so that we make the creative journey an enjoyable one for all.

SENIOR DESIGN MANAGER

The role will report directly to the Director/Head of Design Management. The role is to provide design management on a variety of projects whilst supporting the Head of Design Management in developing this service.

Your role: Services to be provided RIBA Stages 0 & 1

- Assess consultant's scopes of services – identification of scope gaps and additional specialists that may be required
- Compile the Project Organogram + Directory
- Compile the Schedule of Deliverables for the Consultant team
- Assist the Client in identifying sustainability targets for the Project.
- Develop a Matrix of Responsibilities + Deliverables
- Develop the Project Design Programme, by establishing critical milestones including design freezes and approvals
- Assist the Client + Quantity Surveyor (QS) to determine the construction cost (Parametric)
- Develop all project baselines (Time, cost, Client requirements, conditions +constraints, Sustainability goals, others)
- Assist the Client in identifying the procurement method with impact analysis on design + construction programme
- Assess the initial project risks (Risk Register)
- Develop a Schedule of payments (all consultants)
- Develop Action Tracker
- Compile the Project Brief/Execution Plan with all the above

Your role: Services to be provided RIBA Stages 2 to 4

- Coordinate the Multidisciplinary Design Team
- Continuous Programme development and assessment – incorporating + coordinating interim milestones of the entire design team
- Carry out Critical Path monitoring and delay mitigation
- Assist in the development and implementation of the sustainability strategy
- Coordinate design team deliverables
- Progress monitoring to all established Baselines of: Critical Milestones, Budget, Sustainability strategy, Client requirements, etc
- Planning Coordination
- Assist in evaluation of design options – in terms of compliance with Brief requirements, buildability, Budget impact and impacts to the programme [This is limited to 2 number of options. Optioneering and VE to end of Stage 2 only]

- Further Brief Development + clarification – in line with design development and progress (Until end of stage 2 only)
- Carry out continuous project risk assessment and mitigation development
- Coordinate the Basis of Design documentation for Client approval, at approx. 70% stage 2
- Develop the Schedule of Areas and the Program of Requirements at approx.. 50% stage 2 and update throughout the stages. (Check compliance against Brief + Baselines)
- Report to the Client on progress against the design programme
- Town planning services
- Coordinate information for the submission of an application to the appropriate planning authority for pre-application advice
- Coordinate information for the submission (the outline application for planning approval)
- Advise the client of the requirement for additional consultants or specialist designers
- Further development of the design responsibility matrix as may be required

Your role: Scope Specific to Stage 4

- Evaluate + comment on + make recommendations on client's list of tenderers
- Coordinate the design team for responses to contractor questions on tender
- Assess tenders and proposals as they relate to the design
- Coordinate the technical Bid Levelling with all consultants, present these to client and request clarification/modification of proposals
- Assist QS in the commercial Bid Levelling – in relation to the technical levelling
- Contracts Review – of clauses related to compliance with the technical design and technical contract documents (including detailed specifications)
- Advise the client on contractor Scope Gaps and their Mitigations

Your role: Stage 5 Monitoring the completion of the design and construction by the contractor

- Coordinate the Schedule of Contractor Submittals – with the design team and draw up the Review Programme
- Coordinate processes + response periods for review of RFIs and Change Orders
- Coordinate the review and comment by consultants retained by the client, on the contractor's proposal and report if they are in accordance with the requirements of the building contract, technical contract documents and brief requirements
- Coordinate review + comment on Contractor's QA/QS procedures and tasks – with the design team, identify omissions and risks and suggest mitigations. This includes Contractors Inspection + Test Plans, Mock Up schedule
- Immediately prior to the proposed practical completion date of the works coordinate the review + comment on the quality of the works and whether they have been executed generally in compliance with the building contract documents, brief of requirements, Schedule of Areas and Program of Requirements

Your role: Stage 6 – After Practical Completion

- Coordinate comment on resolution of defects as they relate to the design
- Implement the Scott Brownrigg Management System (SB-MS) and monitoring/measuring its performance against established objectives

Core Behavioural Competencies

Drive for Results

Face challenges with energy and enthusiasm; taking advantage of opportunities; making changes to improve your own and team's work; setting SMART and challenging goals to achieve better performance; developing skills and knowledge.

Concern for Quality

Monitor and review your own and others work against targets; checking, supporting and giving feedback, focusing on improving processes and procedures; planning ahead and aiming for the highest quality. Manage the performance of your team against clear objectives.

Interpersonal Effectiveness

Understand and demonstrate concern, empathy and insight; making social contacts; organising team events to strengthen your team relationships. Act as coach or mentor to develop your team members professionally.

Visionary Leadership

Communicate effectively; explain challenges facing the practice; communicate the vision and relate vision to your own team/function; ensuring your team are committed to the vision.

Agility and Adaptability

Recognise the need to adapt and change; identifying how to ensure success and demonstrating empathy when managing change.

Team Management**Team Work and Collaboration**

Lead, listen to and support your team. Promote a team spirit and encourage inter-team and cross Practice collaboration. Celebrate team success, resolve conflict and act as critical friend, remaining supportive and motivational.

Managing People and Teams

Set SMART objectives and monitor performance; give honest feedback and address performance issues; communicate with the wider practice; promote team moral; develop team skill, knowledge and acumen.

Project Management**Client Focus**

Think of your client first, using your initiative to deliver an appropriate level of service; expertly manage your client and team to focus on their requirements.

Functional Excellence & Commercial Acumen

Understand the climate and culture of the Practice and use the culture to obtain the best results; be seen as an expert in your field, providing advice and dissemination of knowledge. Openly highlight and manage risk.

Strategic Capability

Question and seek evidence to support findings, understanding complex concepts and methodologies, communicate clearly; contributing to innovation and think laterally.

Your qualifications and experience

- Ideally an Architectural or Engineering background
- Broad experience in design management of a variety of large scale, multidisciplinary and complex projects simultaneously at all stages
- Experience of working within the UK Building Regulations
- Working knowledge of UK Building Systems, Regulations and construction types
- Working knowledge of town planning procedures
- Proven experience of working Internationally is highly valued
- Proven extensive experience in Design and Design Management
- Experience in working in a broad range of sectors – with particular emphasis on Aviation and Rail Projects, Business Space projects Advanced Tech projects (incl data centres)

Your skills

- Proven ability to manage and coordinate design programmes - experience with MS Project and Primavera would be advantageous
- Experience with Risk and Opportunity identification and Mitigation
- Proven ability to coordinate between different stakeholders
- Proven ability to prepare detailed design briefs to designers and subcontractors
- Skilled presenter both verbally and visually using software and hand drawing skills
- Revit is advantageous and a high level of CAD skill
- Highly computer literate, skilled in Microsoft Office and Adobe Suite applications
- Good proficiency in other language will be highly valued

Your personal qualities

- Extremely technically competent
- Multi-disciplinarian
- Highly organised and efficient with attention to detail
- Ability to work effectively, efficiently under pressure and to tight deadlines
- Flexible approach to work
- Effective 'change manager/agent'
- Strong personal awareness
- Ability to motivate and influence people
- Excellent communicator