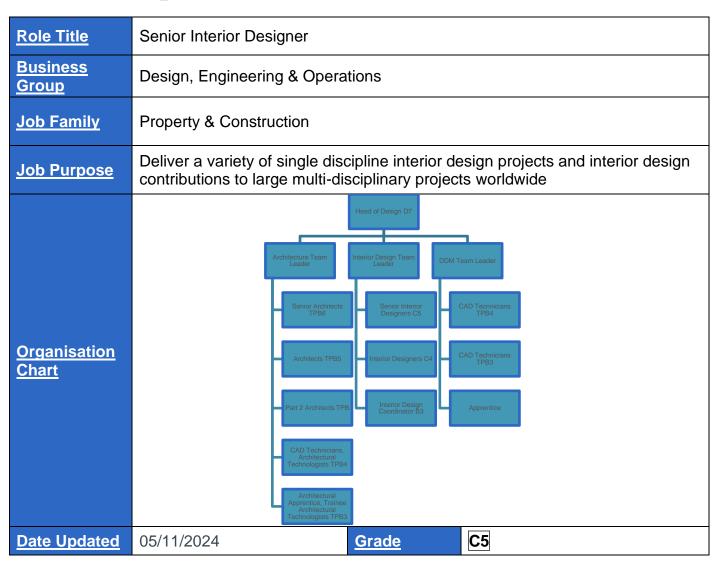


Job Description



KEY ACCOUNTABILITIES

- Lead the day-to-day design, management and implementation of projects to ensure timely delivery of projects within project fee budgets
- Engage with internal E&O disciplines to manage project delivery timescales and balance customer priorities
- Engage with customers and senior stakeholders
- Provide professional design and technical advice to assist customers and stakeholders
- Engage directly with customers to assist with early strategy, building relationships and consequent opportunities

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- Engage with customers to develop their brief and project requirements and prepare design and tender drawings and specifications to meet procurement contract requirements and to provide specialist knowledge where appropriate.
- Prepare sketches, mood boards and concept designs for projects.
- Prepare space planning, test fitting and schematic design schemes for projects.
- Prepare design development presentations and documentation.
- Utilise CAD, BIM and Adobe software for purposes of visualisation and design documentation.
- Research and curate FF&E selection prepare final FF&E specifications documents.
- Develop design drawings (bespoke furniture, lighting, joinery, layouts) and schedules.
- Collaborate and integrate with architectural, engineering and specialist sub consultants.
- Prepare documentation packages including drawings, schedules and specifications in accordance with British standards and industry norms.
- Work with the Quantity Surveying to establish costs.
- Attend client meetings, installations and visit site to ensure projects are in keeping with their design and development
- Share knowledge and work with project teams to satisfactorily deliver projects
- Deliver excellent service to customers through strong communication, working to understand their needs and expectations
- Oversee interior design materials logistics in UK and internationally
- Coordinate and oversee installations, often overseas
- Stay updated on industry advancements, materials and technologies, seamlessly incorporating them into design initiatives
- Engage with Bid Team to educate and develop accurate and compelling fee proposals

QUALIFICATIONS, KNOWLEDGE & EXPERIENCE

Essential:

Degree or equivalent in Interior Design or related design discipline, Project and integrated design delivery experience at all RIBA stages, knowledge of current Health & Safety legislation, knowledge of design software, experience in both technical drawing and FF&E

Desirable:

Member of chartered body (e.g. British Institute of Interior Design)

Experience of different categories of interior design – residential, office, commercial.

Willing to/Experience of working overseas

CIVIL SERVICE BEHAVIOURS

Top three for job:

Making Effective Decisions

Managing a Quality Service

Delivering at Pace

SUCCESS INDICATORS

Success measured and evidenced by:

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Budget and Authority	
Reports to: (Role Title and Grade)	Head of Design, D7
<u>Direct Reports:</u> (Number and grades of staff)	