



# Job Description

<b><u>Role Title</u></b>	Senior Interior Designer		
<b><u>Business Group</u></b>	Design, Engineering & Operations		
<b><u>Job Family</u></b>	Property & Construction		
<b><u>Job Purpose</u></b>	Deliver a variety of single discipline interior design projects and interior design contributions to large multi-disciplinary projects worldwide		
<b><u>Organisation Chart</u></b>	<pre> graph TD     HOD[Head of Design D7] --&gt; ATL[Architecture Team Leader]     HOD --&gt; IDTL[Interior Design Team Leader]     HOD --&gt; DDM[DDM Team Leader]     ATL --&gt; SA[Senior Architects TPB6]     ATL --&gt; A[Architects TPB5]     ATL --&gt; P2A[Part 2 Architects TPB]     ATL --&gt; CAD_A[CAD Technicians, Architectural Technologists TPB4]     ATL --&gt; AA[Architectural Apprentice, Trainee Architectural Technologists TPB3]     IDTL --&gt; SID[Senior Interior Designers C5]     IDTL --&gt; ID[Interior Designers C4]     IDTL --&gt; IDC[Interior Design Coordinator B3]     DDM --&gt; CAD_T[CAD Technicians TPB4]     DDM --&gt; CAD_T3[CAD Technicians TPB3]     DDM --&gt; APP[Apprentice]             </pre>		
<b><u>Date Updated</u></b>	05/11/2024	<b><u>Grade</u></b>	<b>C5</b>

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