

## **JOB DESCRIPTION**

### **Project Design Manager**

As Project Design Manager you will be responsible to the Group Design Manager. This role is based within the Technical Department with the main role of managing individual schemes with the specific goal of coordinating all technical information between external consultants and internal departments.

In this role you will be responsible to the Group Design Manager.

### **Our Core Values**

At Meldrum, we place real importance on recruiting the right person for the right role. Our Core Values govern the culture and behaviours we expect all of our employees to personify.



#### **Integrity**

Being honest and having strong consistent moral and ethical standards combined with mutually beneficial colleague relationships in order to drive positive behaviour and culture. Respect and trusting in each other's ability to do our job well, being accountable for our own actions and therefore being part of a successful team.



#### **Pride & passion**

Placing a high importance on the value of the positive contribution each of us makes to the Organisation and the strength of commitment to do so.



#### **Quality**

Providing a level of service in line with our Quality, Environment Management Safety System (QEMS) and Best Practice.



#### **Innovation**

New methods of working which drives efficient behaviours and Continuous Improvement.

### **Key Responsibilities**

The role will include, but is not limited to, the following duties:

- Manage the design team and design process
- Ensure all approvals are obtained from various stakeholders and local authorities. This includes Section agreements and where required service applications.
- Provide technical support to the group team to assist during the feasibility stage and throughout the construction phase
- Ensure all design information produced is issued to relevant internal/ external departments within correct timeframes
- Co-ordinate all legal aspects in relation to various agreements i.e Section 28 and arrange bonds, guarantees, warranties and insurances as required
- Identify the need for external consultants – agreeing fees, the scope of service, timescales and deliverability
- Control the submission of building regulations and warranty applications
- Produce detailed design programme which identifies key dates and a critical path
- Support, manage and develop the internal design team
- Carrying out technical reviews
- Coordinate / obtain planning and building control approvals and discharging conditions



### Continuous improvements

You will contribute to the overall running and continuous improvement of the business, along with development of the Technical and Structures Department, by ensuring that the highest professional standards are maintained to continually improve the service given to Clients. This includes:

- Identifying problems and offering solutions
- Ensuring the Company's QEMS procedures are followed and offering suggestions as to their development and improvement
- Encouraging and developing teamwork both within your team and between teams, internally and externally
- Have an excellent understanding of and being compliant with the QEMS

Signed:.....  
Director

Date:.....

Signed:.....  
Employee

Date:.....

**PERSON SPECIFICATION**  
**Project Design Manager**

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>HNC/HND in Construction &amp; Engineering, or equivalent.</li> </ul>	
<b>Experience/ Skills</b>	<ul style="list-style-type: none"> <li>Have previously worked for a main-contractor or architecture practice or have design coordination or architectural technology experience</li> <li>Have excellent communication skills and the ability to manage a small team.</li> <li>Ability to recognise potential issues and implement strategies or overcome them</li> <li>Have a proven ability to manage consultants and warranty providers</li> <li>Effectively monitor and track various elements of the design process</li> <li>An understanding of Viewpoint / PIM / Online Drawing Portals</li> <li>Produce and manage the RFI schedule and process, liaising directly with the design team, engineers and architects</li> <li>Value engineering designs provided by the projects design team as appropriate</li> <li>Communicating with the Group Design Manager who will advise on current projects to be delivered and workload</li> <li>Managing the design team and process</li> <li>Viewing 3D models</li> <li>Using AutoCAD</li> <li>BIM</li> <li>Hosting design team meetings</li> <li>Proactive attitude</li> </ul>	<ul style="list-style-type: none"> <li>Experience in using Revit</li> <li>Experience in using Tekla</li> <li>Member of a professional body (CIOB, RICS, RIBA)</li> </ul>