

Role profile

Job title:	Manager – Design
Grade:	DM
Discipline:	Architecture & Design

Role purpose:

The Manager – Design will be responsible for providing the full range of line management support in line with NPS Group policy and to support in the provision of a high quality service that delivers required profit and customer service levels.

Accountabilities:

- 1) Provide vision, guidance and direction to the Design team, manage and allocate team resources to projects and ensure development of all staff within the team.
- 2) Manage the quality and output of the Design Section to maintain and develop the design service to meet our client's current and future requirements, and achieve required profit levels.
- 3) Ensure efficient and profitable delivery of services in line with profit targets.
- 4) Ensure that services are delivered to best industry practice in compliance with statutory and industry standards, deployment, implementation and consistent use of NPS Group CAD standards across the Design team.
- 5) Ensure continuous design improvement via services monitoring (post project evaluations, CSQ's, feedback, etc.) and by undertaking and documenting regular design reviews.
- 6) Ensure that design services achieve best practice.
- 7) Ensure compliance with Contract Procedure Rules and Financial Regulations.
- 8) Ensure the implementation and compliance of all NPS policies, procedures and guidelines.
- 9) Proactively seek to expand the client base and business, and responsible for identifying new business opportunities.
- 10) Fee earning at 90% and contribute to the achievement of business plan objectives and targets.
- 11) This role requires frequent travel to other offices and sites as required.
- 12) Carry out duties appropriate to the level and character of the post.

- 13) Inspire a culture of excellence and continuous improvement, ensuring the delivery of demonstrable high quality products and services, which embrace quality standards.
- 14) Demonstrate personal commitment to the Norse Way CSR strategy.

Qualifications:

- 1) Professional membership of a related Institute and be working or prepared to work towards Chartered status – Essential
- 2) Bachelor’s Degree or equivalent in a property or property management discipline – Essential
- 3) Holds a current site card or is prepared to immediately attain – Essential
- 4) Professional membership of the Architects Registration Board – Desirable

Skills and knowledge:

- 1) Extensive experience in a similar or related role - Essential
- 2) Management experience – Essential
- 3) Proficient in the use of Microsoft Office Suite and AutoCAD - Essential
- 4) Experience of programming and managing property surveys and as a project manager or team leader on major and/or complex projects or programmes – Essential
- 5) Familiar with relevant construction, health & safety legislation and risks and hazards associated with asbestos - Essential

Competencies:

Improving for excellence	Level 3	Commercial focus	Level 2
Drive for results	Level 3	Customer focus	Level 3
Effective decision making	Level 3	Managing positive relationships	Level 3
Thinking with vision	Level 1	Leadership and development	Level 2

General:

Role Profiles are a reflection of the character and work priorities at a given point in time and it will be subject to regular review.

It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.

The individual is required at all times to comply with the provisions of the Data Protection Act 1998 and with any policy introduced by the Company to comply with the Act.

Creation date: 23 October 2017	Kelly Wilkes
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This role profile has been reviewed and validated by the HR Reward and Engagement Manager.
Last modified: 23-Oct-17