

Main details

Name	Staff ID:
Job title	Senior Interior Designer – Full time.
Department/Discipline	Studio, Interior Design
Place of work	5 The Triangle, Wildwood Drive, Worcester WR5 2QX
Line Manager	TBA

Purpose

To provide creative and innovative interior designs that meet client needs but exceed their expectations.

Key Activities and Responsibilities

Core activities:

Project responsibilities

Design

Work as an inspiring, collaborative member of the One team enthusiastically carrying out the activities that would be expected of a talented, competent qualified professional. Such duties will include, but not be limited to:

- Taking a clear, detailed and accurate brief from a client.
- Develop briefs into concept proposals and then prepare design drawings, illustrations and mood-boards etc. using AutoCAD design suite, REVIT, Sketchup and the Adobe Design Suite etc.
- Design, development and presentation of concepts and brands (where required), translating the Client's aspirations and brand values into reality.
- Prepare and comment on construction details and documentation.
- Monitor works, scheme and product production and installations on site.
- Assist and work with the Interiors, Architecture and MEP teams in project and design development and delivery as required.

Client and Contractor relationship

- Be client facing and focused, responding quickly and efficiently to client requests.
- Work with clients to understand their requirements and help to offer innovative solutions to the problems and issues they may have.
- Maintain relationships with existing and develop relationships with new clients, so that One is the first point of call for Interior Design and other work.
- Assist the Directors' in developing and growing the Interior Design service offered by the business, building the team and reputation further.
- Work with Contractor's to ensure they fully understand the requirements of them in delivering our designs.

Finance

- Develop and assist in developing fee proposals for projects
- Ensure projects are kept within fee and construction budget constraints.

General

- Source and design products to suit rigorous criteria.
- Meet tight deadlines.
- Work with disciplines (both internal and external where required) to ensure resource, continuity and progress of all design projects.
- Fully implement the Company's Quality Assurance System, insofar as it relates to the Interior Design team functions.
- Other duties considered relevant to the smooth running of this growing department.

- Provide information required by the Company's Management Systems on a regular and prompt basis, to include specifically, but not exclusively, timesheets, fee forecasts etc.
- Be flexible when needed in the planning of your working hours.

Personal Development

- Attend all educational events as arranged by One.
- Keep abreast of the latest technical changes in the construction and design industry through general reading, seminars, trade shows etc.
- Keep a record of CPD.

Review of Job Description

This job description outlines current duties and responsibilities; however, it is subject to review and amendment in the light of developing or changing services and as part of the annual individual Performance Review.

Fully implement and/or cooperate in the implementation of the Company's

- Health and Safety policies provided on Employment and as updated thereafter.
- Quality Management System regarding duties allocated to this job title.
- Business Plans
- Help develop and expand our growing interior design offering.

Carry out any other duty reasonably requested by the Directors or your Line Manager.

Confirmation of Agreement

It is agreed that the duties and responsibilities identified above accurately reflect those required of the post holder.

Signed _____ (Employee)

Name of Director:

Signed _____ (Director)

Dated ____/____/20____