

Main details

Job title	Mid Weight Interior Designer
Department/Discipline	Studio, Interior Design
Place of work	5 The Triangle, Wildwood Drive, Worcester WR5 2QX
Line Manager	

Purpose

To provide creative and innovative interior designs that meet client needs.

Key Activities and Responsibilities

Core activities

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

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

Project responsibilities

Design

Work as a collaborative member of a project team faithfully carrying out the activities that would be expected of a 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 sketch proposals and then prepare design drawings and illustrations using Revit /AutoCAD, Sketch up, Microsoft Office and Adobe creative Suite etc.
- Design and development 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, production and installation on site.
- Assist and work with the Head of Interior Design and the Architecture team in general, project development and delivery when required.

Client and Contractor relationship

- Be client focused, responding quickly and efficiently to client requests.
- Work with clients to understand their requirements and help to offer innovative solutions to problems and issues they may have.
- Build relationships with new and existing clients, so that One is the first point of call for Interior Design and other work.
- Assist the Head of Interior Design and '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 delivering our designs.

Finance

- Ensure projects are kept within fee and construction budgets.

General

- Source products to suit rigorous criteria.
- Meet tight deadlines.
- Work with the disciplines 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 the emerging department.



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- Shall 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, FF & E and material updates in the construction and design industry.
- 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.

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__