

## Job Description

**Job title:** Designer

**Reporting to:** Project Director

The designer is accountable for completing all aspects of their role accurately, efficiently and within the agreed time scales. All of these activities will also be completed within the financial constraints of the project. The following statements are not exhaustive and other tasks maybe required for the designer to meet the needs of the role and of the business.

### General

- All of the projects design requirements will be co-ordinated by the Designer.
- To identify any variations from the original tender and advise the Project Co-Ordinator of said adjustments.
- Prior to commencing initial manufacture or any variation the designer is to gain approval from the client or an NEJ Stevenson Ltd Director.
- Producing all of the agreed information for the Production and Installation departments. This information will be in a clear format, accurate and to the agreed standard.
- All information / tasks will be completed / delivered to the dedicated department or client on the agreed date.
- To co-ordinate all site surveys that affect their projects.
- To co-ordinate all design aspects from aesthetics, effective manufacture to installation requirements, which in turn will meet the client's expectations.
- They will liaise with clients and provide a high level of service by being proactive in respect of the design and solving any potential problems that will hinder the projects effectiveness.
- The designers will present themselves in a professional manner / attire at all times.
- To be proactive in identifying personnel and company development opportunities by participating in the appraisal process.

### Specific

<b>Task/subject</b>	<b>Actions</b>	<b>Results</b>
Interface with Client	The designer will interface with the client in a professional manner at all times. All issued documents will meet the agreed company standard.	Ensuring the company is seen by the client and contractors as approachable/friendly and helpful. To help cultivate relationships with clients that will assist in gaining repeat business.
Design Management	They will be accountable for ensuring that their projects are co-ordinated efficiently to an agreed program. All information / tasks will be completed / delivered to the dedicated department or client on the agreed date.	To maintain a cohesive project that meets the Clients, Production and Installation department's expectations.
Drawing Management	Consult with the client to define requirements. Effective daily/weekly planning.	To complete the drawing process within the cost constraints of the project.
Finance	Advise the project Co-Ordinator of any variations to the original scope of works.	This will enable the company to identify issues that may affect the projects profitability. This will enable strategic decision to be made at the appropriate time.

<b>Task/subject</b>	<b>Actions</b>	<b>Results</b>
Scope of works	Be proactive in gaining all relevant information required to complete the task in question.	Produce the required production information within the specified time period.
Site Surveys	Asses site suitability for completing the required survey. Accurately taking all relevant measurements. Acknowledging all obstacles. Taking appropriate photographs. Determine installation datum.	To enable the construction of a product that fits into its final environment.
Problem Solving	Provided design solutions that assist the manufacturing / installation departments objective of meeting the time / cost constraints of the project.	The product will be delivered on time and within the agreed financial constraints of the project. Enabling the company to meet our client's expectations.
Production Drawings	Provide a full set of production drawings that are accurate and in the agreed format. The Products design needs to take into account the following. <ul style="list-style-type: none"> <li>• Material content.</li> <li>• Meet the financial constraints of the project</li> <li>• Ease of Manufacture.</li> <li>• Delivery.</li> <li>• Ease of installation.</li> </ul>	To produce a product that meets the financial constraints of the project. Creating clear, accurate and concise drawings that will aid the meeting of agreed deadlines.
Production Information	Produce all of the agreed information for the Production and Installation departments. This information will be in a clear format, accurate and to the agreed standard.	Provide accurate information that enables the production unit to meet agreed deadlines.
Communication	Consult with all parties throughout the projects life cycle. Consult with the production team on a regular basis throughout the manufacturing process. Co-ordinate the installation sequence with the appropriate manager. Ensure that all created documents filed are clear, accurate and current. Complete a project handover for each project, document any issues by completing the handover document.	To identify issues that could effect the projects life cycle and thus its profitability. Improved our manufacturing and installation activities. Create confidence within the production unit. To make retrieval of project information easy.

