



## JOB DESCRIPTION

<b>Job title</b>
Co-ordinator (Design and Projects)
<b>Name of person or job role reporting to</b>
Technical Director
<b>Responsibilities</b>
<p>Design Coordinator plays an integral role in the seamless execution of projects by ensuring that the various elements of design, from concept to completion, align with the overarching goals and timelines.</p> <p>This position acts as a conduit between the design team, project managers, clients, and other internal and external factors, facilitating clear communication and coordinator of design activities.</p> <p>By managing the flow of the information and resources, the design coordinator ensures that design specification is met with precision, projects stay on track, and the creative vision is realized efficiently.</p> <p>This role requires a keen eye for detail, strong organizational skills, and the ability to navigate the complexities of project management within the dynamic landscape of design.</p> <ul style="list-style-type: none"><li>- Coordinate and schedule meetings between the design team, project managers and other departments with ASAW to ensure project alignment and timely communication.</li><li>- Review and distribute design documents, architect designs, and specification to relevant team members, ensuring accuracy and adherence to project requirements.</li><li>- Facilitate the procurement of design materials and services, including negotiating with vendors and managing budgets to meet project financial goals.</li><li>- Implement and manager a project management tool to track design project progress, deadlines, and deliverables, ensuring timely completion.</li><li>- Act as a liaison between the design team and other departments such as marketing, production, and sales to integrate design concepts across the company.</li><li>- Oversee the quality control of design outputs, ensuring all work meets or exceeds the projects quality standards and client expectations.</li><li>- Archive project document and design upon completion, maintaining an organized record of all materials for future reference and compliance.</li><li>- Organise and participate in community engagement or outreach programs related to design education or sustainability initiatives, representing the</li></ul>

company and its design philosophy.

- Enhancing prospects focusing on specialised design techniques, leadership, and strategic planning.
- Having a sharp eye for design elements and the ability to distil complex ideas into accessible visual formats are necessary.
- Ensure designers have latest regulations and standards.
- Liaising and building relationships.
- Holding regular value engineering reviews across projects with the construction and O&M department managers.
- Holistic management of a projects design team and their deliverables in line with the Project Managers requirements. This includes technical and design review input to drive successful buildability, timely delivery, and value engineering, where required.
- Ensure technical resources are managed effectively.
- Ensure required quality checking/approval procedures are carried out.
- Develop simple, effective technical delivery processes to improve the production of design deliverables to time/cost/quality.
- Assist the Technical Team Manager/ Senior Design Manager to develop the design team.
- Apply and reinforce design standards across all aspects of design and design management.
- Assisting the rest of the Technical Department in the production of design information, across multiple disciplines.
- Laise and organise surveys – ensure specifications are coming form technical and information is being reviewed.
- Produce and manage the RFI schedule and process, liaising directly with the design team, engineers, and architects.
- Laise is with Sales team on there requests.
- Carrying out or monitoring others' involvement in the detailed design process, including material research and specification, and coordinating design information.
- Identifying problems and offering solutions.
- Offering the company procedures suggestions as to their development and improvements.

Qualifications/Experience
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| <ul style="list-style-type: none"> <li>- Understanding in design principles, computer-aided design (CAD) software, project management, and communication.</li> <li>- Degree in Project Management or a relevant field.</li> <li>- Experience and evidence of co-ordinating.</li> <li>- Able to provide new ideas and solutions to allow a fully functioning process on managing workload of the design department.</li> <li>- Working in a construction environment to allow for understanding on process'.</li> <li>- Renewable / Electrical / Civil knowledge (is desirable).</li> <li>- Facilitating effective communication among project teams, and clients ensuring visuals accurately convey the desired message and aesthetic.</li> <li>- Advance skills on Microsoft office packages.</li> <li>- Excellent communication and interpersonal skills as well as good punctuation and grammar.</li> <li>- Prepare cost estimates and monitor project costs.</li> <li>- Review training and software licencing.</li> <li>- Look after a team of designers.</li> <li>- Development design concepts and process' / standards.</li> <li>- Understand the current drawing practise and British standards and regulations.</li> <li>- BIM strategy implementation.</li> <li>- Knowledge of current drawing practice and standards.</li> <li>- Able to work under pressure and fast-moving work environment.</li> <li>- Comfortable solving problems that occur using analytical skills.</li> <li>- Experience in main contractor environment.</li> <li>- Sufficient experience in design coordinator role.</li> <li>- Experience in all stages of design / construction.</li> <li>- Excellent time and project management skills.</li> </ul> |
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