##### JOB DESCRIPTION

**JOB TITLE: Assistant Design Manager**

**RESPONSIBLE TO: Senior Design Manager**

**ACCOUNTABLE TO: Head of Care Home Development**

**Care UK’s Values:**

* Every one of us makes a difference
* Customers are at the heart of everything we do
* Together we make things better

## Job Summary

Working as part of the Design Team for New Builds and Property this role will support the Design Managers to deliver Interior Design Schemes for the CUK Care Homes. As Assistant Design Manager you will assist the Design Managers to deliver:

* Design Schemes for the homes (both New Build and Refurbishment)
* Moodboards
* Room Layouts
* FFE Schedules
* Marketing Suite Fit Outs
* Main Build Fit Outs

CUK have homes across the UK therefore whilst the role is ‘remote’ a willingness to travel is essential.

. **Key responsibilities:**

* Happy to work independently from home, completing tasks and providing support to design managers remotely
* Assist with project work from concept to completion
* Assist / produce presentation design boards
* Attend presentations
* Attend Fitouts and Support FFE Delivery Manager
* Provide support in researching concepts
* Assist with populating specification information
* Assist with reviewing FF&E documentation
* Research products and materials
* Attending site visits / meetings and liaising with consultants
* Design administration
* Willingness to travel

**Experience and skills:**

* Experience in a similar role for a minimum of 2 years.
* UK Driving Licence
* Interior design/Project Management qualification desirable
* Fluent in spoken and written English / good communicator
* Good attention to detail
* Good at listening and taking detailed instruction
* Ability to assist on **multiple** projects and to prioritise work making the most efficient use of time
* Good time management skills to meet deadlines
* Take ownership over your own work
* Can do attitude
* A good eye and a passion for interior design
* Microsoft Office user
* Knowledge of finishes, materials,
* Knowledge of FF&E selection, coordination and scheduling
* Creative problem solving
* Confident to work both independently and collaboratively
* AutoCAD desirable
* Experience of an interior render package advantageous

This list of key responsibilities is not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

### Health and Safety

As an employee of Care UK, the post holder has a duty under the Health and Safety at Work Act 1974, to:

* Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
* Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the organisation, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

**Data Protection**

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act and the company’s ISO27001 accreditation.  This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this job description

Name of post holder …………………………………..

Signature …………………………………..

Date …………………………………..

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| **HAZARDS** |
| Laboratory specimens |  | Clinical contact with patients/residents |  | Performing exposure prone invasive procedures |  |
| Blood/body fluids |  | Dusty environment |  | VDU use |  |
| Radiation |  | Challenging behaviour |  | Moving and handling |  |
| Solvents |  | Driving |  | Noise |  |
| Respiratory sensitisers |  | Food handling |  | Working in isolation |  |

**Person Specification**

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| --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** | GCSE English, Maths | Interior Design Qualification Project Management Qualification |
| **Experience** | Experience in a similar role either as Client, Consultant or Supplier.Excellent communication and interpersonal skills.Ability to prioritize under pressure and manage competing requirements of customers.Great customer service skills resulting in the delivery of a proactive approach to stakeholder, client and customer management.Proactive approach to problem solving.Structured and good planning and coordination skillsTeam player with a desire to achieve the overall success of the New Build and Property Services teams.Able to work on own initiative. | Experience within the Healthcare Sector Knowledge of Designing Environments for those living with Dementia |
| **Technical Skills** | Good IT skills and ability to put to full use Microsoft Outlook, Word and Excel and Powerpoint | Auto CAD |
| **Personal Qualities** | Build strong internal and external relationships with other key business units and stakeholders who are crucial to the successful fulfilment of this positionGreat interaction skills to professionally engage with others across the department, organisation and external third parties.Works collaboratively with others sharing ideas and information at all timesEffectively builds trust with a consistent approach between actions and words Has the ability to raise standards through innovation and new ideas Will take personal responsibility for issues and resolve them.Flexible and adaptable  |  |