

## Project Designer

**Reports To:** Head of Design

**Reportees:** N/A

### Job Purpose

This role is responsible for developing a working design on projects in compliance with the design intent and estimate with consideration of the manufacturability, buildability and project budget. Responsible for ensuring all designs are safe by design for manufacture, installation and life of the building and comply with the CDM regulations and other applicable standards. Coordination of the design all other involved parties to obtain client approval. Working on multiple projects to completion within the defined programmes. Generation of production and installation information.

This role will have a direct impact on the Levolux strategic objectives for the department.

### Key Roles and Responsibilities

- To produce designs drawings utilising Inventor and AutoCad. Knowledge of Vault preferable.
- To provide component manufacturing details for checking by Design Manager and/or Senior Designer.
- To provide design support to Senior Designers as well as working on own assigned projects.
- Produce assembly details for all projects both UK and Export.
- Explore VE options with designs.
- Ensure designs are compliant with structural engineers' calculations.
- Analyse project specifications and drawings and review for discrepancies compared to quotations and estimates.
- Liaise with structural engineer, senior designers and managers to resolve any design issues.
- Prepare drawings for approval in the appropriate formats and both issue and obtain approvals in a timely manner and in line with project programme.
- Completion of CDM Documentation.
- Prepare a design that is both buildable and manufacturable and within cost allowed in conjunction with senior designers, manager and suppliers throughout the process.
- Review comments to drawings, especially considering if the comments are design changes or have cost or time implications. Revise and resubmit as required.
- Prepare initial material call offs for procurement to meet overall programme.
- Attend design meetings to resolve design and co-ordination issues with the other elements of the project with senior designers and manager.
- Attend site for surveys with project managers as required.
- Prepare manufacturing details, shop drawings and installation drawings/instructions.
- Prepare and issue drawings for construction and as built.
- Monitor project progress and inform relevant parties throughout the project.
- Continuously review the design against costings and inform project managers of any potential issues or overspends.
- Assist in preparation of Risk Assessments, Method Statements, O&M Manuals or other project documentation.
- Ensure all correspondence is electronically filed.



## Knowledge, Skills and Experience

- Must be able to articulate technical information to both technical and non-technical audiences.
- Must have significant experience undertaking a similar role.
- Must be able to analyse drawings and data to quantify and rationalise requirements.
- Be able to adopt a creative but logical approach to projects and develop a complete system solution, paying attention to details and solving problems.
- Degree or equivalent in relevant discipline encompassing design, engineering and construction techniques.
- Experience in a construction engineering role, preferably involving design of facades and/or structural steel or similar.
- Knowledge of manufacturing, materials and construction is advantageous.
- Experience in using Autodesk software both 2D and 3D is desirable.

## Competency & Skills

It is envisaged for this role that the following are the key competencies and skills required for the job role. However, it is acknowledged that all competencies and skills per the matrices have a significant impact on the role and should be considered in their entirety for appraisal, promotion, development and succession planning purposes.

Key Competencies	Key Skills
<b>Empathy – Representing Levolux</b> Promotes a positive image of the business to the external environment. <b>Manage Self</b>	<b>Questioning</b> Ability to gather information to learn, to help solve problems, develop an understanding of clients and colleagues and to assist in the decision making process. <b>Level 1</b>
<b>Logical – Problem Solving</b> Analyses and evaluates all information, understands cause and effect, identifies appropriate solutions; establishes key facts and numerical data effectively. <b>Manage Self</b>	<b>Resilience</b> Works with self confidence and at ease of understanding oneself. Works well in pressured situations, can deal with conflict calmly and will be able to influence outcomes. <b>Level 1</b>
<b>Logical – Planning &amp; Organising</b> Ability to prioritise, plan and organise time and resources effectively, with a clear understanding of impact on client and Levolux needs. <b>Manage Self</b>	<b>Detail Orientated</b> Ensures work is completed on time, produces high quality work by following processes. Rules and minimises risk. <b>Level 1</b>
<b>Authentic – Ownership &amp; Accountability</b> Understands the value created to Levolux by what, how and when we own the task at hand, ensuring we take responsibility for our actions. <b>Manage Self</b>	<b>Task Orientated</b> Committed to maintaining high levels of work and fulfilling obligations, by setting and achieving clear priorities. <b>Level 1</b>
<b>Authentic – Motivation</b> Develops goals, execute plans and delivers results. <b>Manage Self</b>	<b>Adaptability</b> Ability to change and adapt to need or environment. <b>Level 1</b>