

Design Manager

Job Level	4	Job reference No.	
		Role review date	
Directorate	Finance Planning and Resources	Service/Function	Property
Reports to	Head of Facilities Management and Construction		

Scale and scope of role

Direct reports	none	Indirect reports	5
Budgetary responsibility / accountability	up to £1m	Accountability for other resources	Dependent on projects
Reach and impact	Manage building design activity on a UK wide basis. Being responsible for coordinating project briefs, writing standard specifications, managing a project tracker and a properties database. Regular contact with heads of service lines, local teams, strategic portfolio manager, building surveying team and estates managers.		

Context

We help anyone, anywhere in the UK and around the world, get the support they need if crisis strikes: connecting human kindness with human crisis.

We enable vulnerable people in the UK and abroad to prepare for and withstand emergencies in their own communities. And when the crisis is over, we help them to recover and move on with their lives.

We are part of the global Red Cross and Red Crescent humanitarian network.

Our values and principles

Our values (compassionate, courageous, inclusive and dynamic) underpin everything we do. As a member of the Red Cross and Red Crescent Movement, the British Red Cross is committed to, and bound by, its **fundamental principles**: humanity, impartiality, neutrality, independence, voluntary service, unity and universality.

Purpose of the role

The Building Design Manager will provide a central design and project management function to the Property team, responsible for the development and periodic updating of standard fit-out specifications for British Red Cross buildings, a construction database of the estate and the management of a consolidated project tracker across all property projects to ensure they are delivered on time and on budget. Will manage the project workflow for all building and fit-out projects to ensure they are delivered on time and on budget.

Main responsibilities

Project definition and design

- To be responsible for the development, review and update of a range of standard specifications for the fit-out of British Red Cross buildings, ensuring that they align with statutory requirements, current operational needs & the organisation's green strategy.
- To support building occupiers, stakeholders and property team members in the development and agreement of fit-out plans to meet occupier requirements and the standard specification criteria.
- To deliver a full range of Computer Aided Design (CAD) drawings for projects as required.
-
- To ensure all project drawings and specifications are tracked, updated and controlled throughout the project lifecycle.

Project delivery

- To track, manage and report project delivery across the property estate against the metrics of time, quality, compliance and budget.
- To provide a range of standard project tools, templates and reports to support the building surveyors in the delivery of projects.
- To develop and be responsible for a standard ordering/call-off function from CAD drawings for the accurate inclusion of standard fixtures and fittings in project specifications
- To take direct responsibility for the project management of building projects where necessary, delivering the drawings, specification and contractor site management where necessary to assist the building surveyors.

Stakeholder management

- To develop and maintain an effective network of Internal and external stakeholders at all levels to ensure engagement and support for the standard specifications in use at any time and agreed briefs
- To engage with service delivery managers and building occupiers to obtain cross-function agreement to building plans and alterations, seeking common ground and agreement where conflicts of interest arise.

To maintain an audit register for the supplier base of the building surveying team to ensure compliance with all statutory and British Red Cross policy requirements

Team Member

- Actively participates in all team meetings
- Supports other team members

- Work and behaves in accordance with all BRC policies and procedures
- Upholds the fundamental principles of the Red Cross and acts with integrity, in accordance with the Society's values (inclusive, compassionate, courageous and dynamic).

Pre- engagement checks

Criminal Records

Type of criminal record checks required for this role

England and Wales - Disclosure and Baring Service Check (DBS)
> None
Scotland
> None
Northern Ireland
> None

Drivers Checks

> Required Yes

Diversity

At the British Red Cross, we are looking for the right people to help us provide support to millions of people affected by crisis in the UK. We want our team to reflect the diversity of the communities we serve, offering equal opportunities to everyone, regardless of; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Diversity is something we celebrate and we want you to be able to bring your authentic-self to the Red Cross. We want you to feel that you are in an inclusive environment, and a great position to help us spread the power of kindness

Person Specification

		Requirement	Evidenced obtained through Shortlisting (S) Interview (I) or Assessment (A)		
Knowledge and Skills	Essential	<ul style="list-style-type: none"> • Highly proficient in the delivery of CAD construction and layout drawings • Knowledge of retail and office fit-out specifications • Knowledge of project planning, building regulations, planning permission, and landlord consent issues. • Demonstrable knowledge of building project briefs with stakeholders, working to a budget and working with project managers to deliver projects on time and on budget, including <ul style="list-style-type: none"> ○ project planning ○ benefits identification and tracking ○ project change control ○ resource allocation and project team management ○ critical path analysis ○ Excellent communication skills ○ Ability to coordinate, track and control complex projects working with multiple interdependencies and stakeholders 	S	I	
			S	I	
				S	I
	Desirable	<ul style="list-style-type: none"> • A knowledge of the public/voluntary sector in which the British Red Cross Society operates 		I	
Experience	Essential	<ul style="list-style-type: none"> • Experience of developing and managing project progress and performance reporting, presenting information clearly and concisely • Managing stakeholder relationships, helping negotiating solutions to complex problems • Experience of working in a matrix management environment, reporting to multiple sponsors 		I	
	Desirable	<ul style="list-style-type: none"> • Experience of working in a large and geographically dispersed organisation 	S		
			S		

		<ul style="list-style-type: none">• Experience of supporting greater organisational maturity in programme and project management			
--	--	--	--	--	--

We guarantee an interview to disabled candidates (as defined in the 2010 Equality Act) who meet the minimum shortlisting criteria in the advertised person specification and apply under the disability confident scheme.