

Job title	Associate Design Manager
Grade	Associate
Discipline	Projects: Design Management
Cost Centre Code	0105
Business Unit	Projects
Office Location	London, Bath, Edinburgh / Manchester
Hiring Manager	
Reporting line	<pre> graph LR A[Associate Design Manager] --> B[Line Manager] B --> C[Regional Team Leader] C --> D[UK+ Business Unit Leader] </pre>
People Management	<p>The Design Management Team comprises c. 40 Design management, ranging from Project Coordinator through to Director levels.</p> <p>The team forms part of a wider Projects group, comprising c. 50 employees in Edinburgh, London, Leeds, Manchester and Bath.</p>

Role overview

Job purpose

Act as Project Leader for complex multi-disciplinary project(s), taking ownership for successful and coordinated delivery

Key Accountabilities

Principle Responsibilities

- Providing sound and effective leadership to the team, providing direction and technical advice, leading by example to achieve company goals and championing a quality culture
- Communicating with team members to ensure that they understand, and become engaged with, the project strategy, brief and client requirements
- Continually looking to enhance productivity through improved processes, procedures and systems
- Maintaining an overview of the commercial aspects of the project
- Communicating effectively with all stakeholders to ensure that all parties are kept informed on all relevant matters impacting and influencing projects
- Driving project performance, service delivery and technical and commercial outcomes and undertaking reviews, ensuring client delivery is above expectation
- Ensuring risks are proactively identified, assessed and managed to avoid adverse impacts on the project
- Working to ensure maximum client satisfaction, championing client care and proactively working with the client
- Reviewing the performance of team members and developing them to their full potential
- Demonstrate leadership that generates the environment for a high performing team to develop and be sustained throughout the project.
- Ensure latest learning and development initiatives are implemented as required within the team

Finance

- Monitoring Fee Spend Against Planned:
 - Regularly monitor project actual spending against the planned budget.
 - Take appropriate action to address any emerging issues of overspending before they become critical.
- Liaising with Project Director and Central Finance Team:
 - Collaborate with the Project Director and central Finance team.
 - Specifically, handle invoicing, prepare invoice requests, create invoice schedules, and monitor payments, work in progress (WIP), and cash lockup.
- Managing Change and Additional Fees:
 - Ensure that any changes to the project scope are managed in accordance with the contract.
 - Secure appropriate additional fees if necessary.
- Time-Basis Invoicing:
 - Identify any time-basis invoicing requirements.
 - Generate invoices promptly based on the agreed terms.
- Preparation of Financial Project Reports:
 - Create financial project reports as needed.
 - These reports may include budget vs. actual analysis, financial performance, and other relevant information.
- Effective Use of Deltek Vantagepoint:
 - Utilise Deltek Vantagepoint effectively for financial management and reporting.

Reporting

- Manage document records in line with the BH Quality Management System
- Support the Project Director in preparing monthly reports to the client on activities carried out and to BH senior management, as required
- Monitor teams tasks against agreed deadlines, flagging any potential delays so that they can be addressed promptly
- Attend project and group meetings as necessary, monitor and coordinate actions and responses arising
- Ensure compliance with QA procedures (design reviews, environmental checklists, PDC completion)

Planning and Operations

- Support the Project Director to ensure QMS audit compliance
- Create and improve project protocols where needed
- Implementation and maintenance of procedures to ensure that all documents issued are checked, correct and complete before release, as befits a leading design consultancy of Buro Happold's standing
- Ensure Job Leaders comply with Design Review procedures
- Ensure that common systems and templates are set up and that any problems are communicated to IT Support
- Review appointment documents and sub-consultant appointments in conjunction with BH Legal Services team

Skills & Experience

- **Experience and Expertise:**
 - A minimum of eight years of experience in the construction industry.
 - Proven experience as a project manager or project leader on multi-discipline projects with a construction value of £50 million or more.
- **Leadership and Coordination:**
 - Ability to act as a Project Leader for complex multi-disciplinary projects, taking ownership of successful and coordinated delivery across different disciplines and regions.
 - Comfortable working in a multi-discipline environment, collaborating with core disciplines, specialists, architects, and clients.
 - Capable of leading either from the front or alongside a project director.
- **Project Delivery and Risk Management:**
 - Proficient in coordinating project delivery, including managing internal resources, consultant appointments, and design delivery.
 - Understands key issues likely to occur in all areas (contractual, commercial, financial, and technical) and can address these issues or escalate appropriately.
 - Alert to commercial risks and opportunities, ready to act promptly when necessary.
- **Leadership and Relationships:**
 - Demonstrates leadership by engaging others in design development and ensuring successful project delivery.
 - Has a thorough understanding of the differing disciplines within a multi-disciplinary team, buildings, cities, and specialists.
 - Track record of bidding for and winning work for the team, with good relationships both internally and externally (architects, clients, collaborators).
- **Continuous Improvement:**
 - Actively seeks to improve processes and collaborates with the QA team to implement enhancements.

Style and Behaviours

- **Professional Approach:**
 - Responsive to clients and external collaborators.
 - Adapts communication style to the situation while safeguarding the practice's interests.
 - Enthusiastic and engaging.
- **Perceptive and Incisive:**
 - Focuses on critical issues at the right times to keep projects on track.
 - Strong problem-solving skills.
 - Balances client needs with commercial and risk considerations.
- **Excellent Communication Skills:**
 - Operates at senior levels, including chairing meetings.
 - Effective across various roles and disciplines.
- **Organised and Adaptable:**
 - Prioritises tasks appropriately.
 - Understands delegation and anticipates situations.

- Manages deadlines effectively.
- **Role Model and Mentor:**
 - Behaves in line with Buro Happold's culture.
 - Encourages learning among colleagues.
 - Provides opportunities for growth.
- **Continual Learning:**
 - Actively seeks feedback and learns from experiences.
- **Confident and Proactive:**
 - Demonstrates initiative.
 - Leads in challenging situations.
- **Passionate and Inspiring:**
 - Driven to deliver excellent performance.
 - Inspires others to do the same.
- **Relationship Builder:**
 - Cultivates positive relationships within and outside Buro Happold.
 - Identifies future opportunities and connects with contacts.