

**JOB DESCRIPTION**

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**Job Title: Assistant Designer**

**Reports to:** Technical Manager

**Accountable to:** Technical Director

**Job Purpose:** To support the Design Manager, Senior Designer / Designer by administering information systems and providing design information to the department and staff within the Division.

**Scope:**

The Technical Department is part of the Yorkshire Divisional operation of Redrow Homes and is responsible for producing and or procuring design information for site appraisal and planning application purposes and ensures that all information is accurate, buildable, saleable and commercially viable.

The department works closely with all other departments within the Division to ensure the smooth delivery of drawings and information from the land appraisal stage through to construction.

The following skills are essential requirements:

 **Key Skills**:

Have an understanding of Microsoft Word, Excel, email and be able to assist with the preparation of schedules together with inputting of data (training will be provided) using the current Redrow Homes procedures.

The candidate will have computer skills in AutoCAD and be able to demonstrate their usage (additional training provided if required).

Be able to communicate clearly with others.

**Key Responsibilities:**

1. Input and generate data as and when required, utilising the computer for drawing issues, registers etc.
2. Assist with artwork preparation for presentation purposes.
3. Assist with the preparation of planning applications and packs under guidance from the Design team.
4. Assist with the management and operation of the department’s electronic equipment including the plan plotter etc.
5. Preparation of coloured design drawings both on computer and manually.
6. Plotting and issuing of drawings to both internal and external bodies.
7. Taking telephone queries and questions to deal with or pass on to relevant members of the Design Team.
8. Implementation of new ideas and methods of continuing to seek ways of both improving the organisation’s goal, enhancing the reputation of the company
9. Working to agreed timescales to ensure that relevant copies of letters, memos, report and standard forms are issued in line with agreed timetables.
10. At all time comply with Company policies, procedures and instructions.

**Working Relationships:**

**Effective working relationships are an essential part of daily working life.**

**The focus in this role is both:-**

**Internal:** Colleagues within Redrow Homes Yorkshire - all departments

**External:** Statutory authorities, consultants, site staff (both sales and construction)

and customers.

**General Comments:**

The position would ideally suit a person who has an interest in the house building industry and design generally and has some experience working on design projects utilising CAD design programmes.

The applicant may or may not be attending part-time college study and Redrow Homes would consider providing an option for day release for the appropriate grade of study.

The role requires somebody with enthusiasm on both design and preparation of accurate information and opportunities exist within Redrow Homes for career development and promotion.

The candidate would ideally hold a full clean driving licence.

**THESE ARE ILLUSTRATIVE DUTIES AND THE POST HOLDER WILL BE EXPECTED TO BECOME INVOLVED IN A RANGE OF WORK TO ENABLE THE DEPARTMENT TO RESPOND EFFECTIVELY TO THE REQUIREMENTS OF OTHERS WITHIN REDROW HOMES**