

## **JOB DESCRIPTION**

<b>Job Title:</b>	Designer
<b>Reports to:</b>	Design Manager (May report to Senior Designer on Specific Projects)
<b>Accountable to:</b>	Head of Technical
<b>Job Purpose:</b>	To provide an architectural drawing and technical information service and support to the in-house Technical Department
<b>Responsible For:</b>	

**Staff:** Trainee Designer

**Budgets:** Report any changes, which may effect budget

**Scope:** The role of the Technical Department in an Operating Division is to provide a practical and cost effective technical service.

This will encompass site evaluation, architectural and engineering design, the investigations of any technical problems encountered and provision of economical and viable solutions. This may involve liaison with, appointment of and co-ordination of external professionals.

The Designer will generally be given specific projects to run, either at the Design Stage or at Planning Approved Stage. They will then either prepare the working drawings and associated information that enables a site commencement or co-ordinate/check and issue externally supplied information.

### **Key Responsibilities:**

1. Advise Land Department on Technical viability of new sites.
2. Produce layouts and Technical reports for Land Appraisals, and prepare working drawings, details and specifications, with minimum supervision.
3. Provide technical support and information to Construction, Commercial and Sales departments and maintain good communication to ensure the required level of service is maintained.
4. Assist the Technical Manager in fee negotiation and the appointment of consultants.
5. Produce and submit Planning & Building Regulation Applications and obtain planning permissions and other statutory approvals e.g. S104 and S38 Agreements/satisfy any imposed conditions.
6. Prepare Sales and Legal information e.g. Conveyance plans, sales area layout drawings and M colours.
7. POS, S38, S104 adoptions.
8. In house Planning supervisors role.
9. Liase as required with RCDL on Special Projects.
10. Comply with responsibilities as laid down in the Group's Health, Safety & Environment Policy.
11. At all times comply with company policies, procedures and instructions.
12. Contribute to improving the business and enhancing the reputation of the company by putting forward new ideas and by implementing change when requested to do so.

13. Obtain and check information from external architectural consultants, and suppliers and manufacturers for supplementing working drawings.
14. As required, from time to time, produce designs for layouts, house designs etc.
15. Miscellaneous approvals such as foot path closures, sales signage etc.
16. Ensure updated Group drawings are issued in accordance with department procedures.

### **Working Relationships:**

Effective working relationships are an essential part of daily working life.  
The focus in this role is both:-

Internal:        Colleagues within Operating Division; and

External:       Consultants, suppliers, manufacturers, LA and NHBC Officers to ensure we get the required level of service for the Company.

### **Decision Making Authority:**

Decisions are limited to the scope of works and responsibilities. This position should always refer to the Design Manager or Senior Designer, if there is any doubt over the effect of the decision, on Cost, Programme Timescale, Product or Company Image.

**These are illustrative duties and the job holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.**