Design Manager - London

Plan A Consultants Ltd

Plan A
DESIGN MANAGEMENT

Design Manager

The Plan A Team is growing and we are looking for energised and passionate design managers to join our London office. We are a friendly team, focused on knowledge sharing, learning, development and approachability. We are hands-on and like to go above and beyond to help architects and designers deliver successful projects.

About us:

We are a specialist design management consultancy based in London. We provide design management services to support and guide many of the world's best architects and designers through the design stages of a project. These include Bjarke Ingels Group, David Chipperfield Architects, Snøhetta and RSHP.

Our company is built around an ethos of forming close working relationships and having a mutual understanding of how design happens. We are proud to be known as the best in our field, reinforced by winning Building Magazine's, Consultant of the Year three times in the last six years.

With a team of over 60 people across our London and Cape Town offices, we actively encourage our team members to be directly involved in shaping the business and its culture, whether this is via their own careers or contributing to how we operate.

Job type: Six-month Fixed Term Employment Contract, Monday to Friday.

Location: London office. On-site position (4:1 hybrid working).

Summary:

This position provides support to architectural practices to deliver a design management service across one or a series of projects. You will be responsible for project delivery, supporting with project set-up and QA activities and portraying Plan A consultants externally in a positive way.

Our design managers coordinate and strategise processes and procedures to help manage complex design teams in partnership with our clients. We build an environment and team culture to encourage the project team to work together efficiently and effectively.

Duties and responsibilities include:

- Supporting the architect/designer in the administration and management of the project
- Supporting with progress reporting including dashboards and weekly reports
- Providing high quality service and receiving positive feedback from the client
- Arranging and chairing meetings, preparing agendas and writing minutes
- Preparing design management documentation for architects on design competition submissions
- Preparing design programme/route maps and monitoring progress
- Liaising with and reporting to clients, project managers and the wider design team
- Preparing design management documentation, including information tracking spreadsheets and design management pans
- Team organisation and coordination
- Supporting closing out client comments on milestone submissions
- Ability to manage and multitask workload priorities
- Being an ambassador for Plan A internally and externally

About you:

We are looking for professionals with strong communication skills who can manage competing priorities. You'll ideally have a post-graduate qualification (under-graduate qualifications will also be considered), preferably in architecture or can demonstrate experience in architecture or design. However, please note this

is a non-design role.

You should be able to use MS Word and Excel. For the role we'll ask you to learn MS Visio and MS Project. We do not use CAD packages.

You will be keen to learn, proactive, considerate, tactful and a relationship builder. If you have a positive attitude, are a reliable team player and have good attention to detail, we'd like to hear from you.

What you'll get:

Along with working with some of the world's best architects and designers on high-profile international design projects, we provide a comprehensive benefits package, a close-knit team environment and office culture, along with opportunities for career development and further education or training.

- Competitive salary and benefits scheme
- 26 days annual leave with a birthday bonus day, increasing with long service
- Ability to buy additional annual leave
- Private health insurance and a robust pension scheme
- Employee assistance programme and mental health responders
- Long-service rewards
- Opportunities for learning, development and career advancement
- Social culture with frequent team socials

How to apply:

We would love to hear from you and we are always open to applications! Please submit your cover letter, explaining why you want to work for Plan A, and CV to careers@planaconsultants.com

We encourage applications at all levels and are open to graduate and placement applications.

We celebrate diversity and are open to applications from all backgrounds! Please don't hesitate to reach out if you have any questions or would like more information about the role.