Senior Design Manager - London

Plan A Consultants Ltd

Plan A
DESIGN MANAGEMENT

Senior Design Manager

The Plan A Team is growing and we are looking for an energetic and passionate Senior Design Manager 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: 6-Month Fixed Term Employment Contract, Full-Time 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, being the key point of contact with the Architect, building relationships with our clients, assisting to develop other team members and provide day-to-day guidance.

Duties and responsibilities include:

- Lead in project/stage set-up activities
- Lead project team to support the architect/designer in the administration and management of the project
- Preparation of documentation and consultancy services supporting architects on design competitions.
- Providing high quality service and receiving positive feedback from the client
- Demonstrate pro-active approach to engaging with the project team(s), following up on information exchanges and monitoring programme tasks, without regular involvement from Associate.
- Business activities to be agreed during the appraisal which support Plan A Consultants. These could be related to IT, marketing, business development etc. and will be under the guidance of others.
- Liaising with and reporting to clients, project managers and the wider design team
- Team organisation and coordination
- Ability to manage and multitask workload priorities
- Being an ambassador for Plan A internally and externally

About you:

We are looking for professionals with good 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 have experience with large project teams e 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.