

Role Definition

Job title: Interior Designer
Reporting to: Project Leader / Job Captain of the current project on a day to day basis and ultimately to the Group Leader

Responsibilities

- To understand the design project
- To prepare, and develop where required, drawings, models, images and other documents relating to the design
- To assist where required in the co-ordination of the internal design team
- To take responsibility, where required by the project leader, for specific areas of the design and project development
- To liaise, where appropriate, with members of the external design team and other associated organisations or companies
- To seek continuing professional development
- Thorough knowledge of and compliance with F+P procedures and standards
- To contribute, or otherwise assist, as required

Qualities and Skills required

Essential

- Able to demonstrate ability to undertake the above responsibilities
- Legally able to work in the country in which the position is based
- Have an Industry recognised diploma or degree in Interior design
- Able to understand and formulate design decisions and present for discussion
- Able to integrate design requirements with architecture
- Able to use a variety of media in the development and documentation of a design project
- Able to work well under pressure and meet deadlines efficiently
- Able to take initiative in response to direction or instruction
- Excellent organisational skills
- Able to manage sensitive and sometimes confidential information
- Flexible and open attitude towards new ways of working and commitment to independent, life long learning
- Able to manage and prioritise tasks and time efficiently
- Self motivated and able to take responsibility
- Able demonstrate initiative and a proactive approach to daily tasks
- Willingness to listen and learn from all members of the team
- Good interpersonal skills and able to work independently and as part of an effective team
- Able to build good relationships at all levels, internally and externally

Desirable

- Understanding of the designers role in the co-ordination and integration of project information and management
- Able to assist with the management of junior assistant designers on the team
- Understanding of financial aspects of running a design project on time and on budget
- Able to use some of the following: Microstation, PhotoShop, Illustrator, InDesign, Internet Explorer, Word, Excel, Outlook, PowerPoint.

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.

January 2011