

## DESIGN OFFICE MANAGER

### Job Description

Department: Design

Reports to: Head of Design

**Purpose:**

The Design Office Manager manages the day-to-day function of the Design Organisation, using commercial, programme/time awareness and technical expertise. This includes the management of the design process from start to completion of relevant design data for manufacturing, and oversight of installation.

**Primary Responsibilities:**

1. Management of the design process from project inception to completion of design data to meet customer requirements, including:
  - a. Collaborating with other departments.
  - b. Formulating design project plans.
  - c. Delegating and reviewing team assignments in accordance with the project plan.
  - d. To delegate suitable authority and responsibility to the design team sufficient for them to achieve their goals.
  - e. Setting realistic technical targets for the design team, and monitoring the performance of the design team in achieving those targets, ensuring that appropriate action is taken to rectify any short-falls as soon as possible.
  - f. Developing, preparing, analysing and reviewing internal and project budgets and other financial reports
  - g. Ensuring that tasks set are achieved in timely and cost effective manner
  - h. Creating innovative designs, drafts, or presentations
  - i. Guiding and motivating fellow employees
2. Ensuring adherence to the DOA Design Assurance system by ensuring that the procedures specified in the DOA Handbook and Manual are treated as an integral part of the Design Organisation processes
3. Ensuring that proper co-ordination and control exists between the Design Organisation and Production Organisation
4. To provide guidance and support to design staff for the completion of design data
5. To provide checking and/or approval (where authorised) of design data
6. To maintain effective control of the provision of design data
7. To complete other such ad hoc work as required by management. This post may require some travel including overnight stays.

**Health and Safety and Quality Responsibilities:**

1. To ensure you work in a safe manner
2. To work within the company's procedures and policies

Signature HoA .....

Signature Manager .....

**Positions Reporting to this Position:**

1. Design office engineers
2.

**Key Contacts:**

1. Head of Design
2. Quality Assurance
3. Programme Management
4. Operations

**Important Health and Safety Considerations of the Role (e.g. night work, compressed air line, VDU's, etc.):**

1. Considerable exposure to DSE and computer workstation.
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**Personnel Specifications**

**Qualifications, Training & Experience:**

	Essential	Desirable
1. Educated to engineering degree level, HND or other equivalent professional qualification.	Yes	
2. Proven working experience in aircraft interior design and technical knowledge of the design process.	Yes	
3. Familiarity with 2D or 3D engineering design and manufacturing tools (eg. AutoCAD, Inventor, and so on).	Yes	
4. Experience of technical writing.	Yes	

**Skilled in:**

	Essential	Desirable
1. Creativity and analytical skills.	Yes	
2. Must be thorough, detailed and analytical in approach to work with an ability to provide innovative solutions to problems.	Yes	
3. Supervisory and organisational skills in a team environment.	Yes	
4. Effective communicator, written and orally.	Yes	

**Ability to:**

	Essential	Desirable
1. Communicate well with strong interpersonal skills	Yes	
2. Good telephone manner	Yes	
3. Work on own initiative	Yes	
4. Supportive of a team environment	Yes	
5. Able to work to tight schedules and deadlines, with multiple priorities	Yes	
6. Honesty and integrity	Yes	
7. Willing to help in areas outside of remit if required	Yes	

Signature of Position Holder \_\_\_\_\_ Date \_\_\_\_\_

Signature of Manager \_\_\_\_\_ Date \_\_\_\_\_

File Copies: (1) Employee, (2) Manager, (3) Human Resources

Signature HoA .....

Signature Manager .....