

Employee Details	
<b>Position Title:</b>	<b>Interior Designer</b>
Department:	Residential Interiors
Location:	Hammersmith, London
Reports to:	Senior Designer

### 1.1 Role Requirement

- The ideal candidate would have experience in running small to medium scale projects from inception through to completion.
- Organized and enthusiastic the interior designer would work in a small team in the residential interior design department
- They would be expected to drive conceptual side of the design with an extensive source of inspirational ideas and images to enhance the proposed scheme and finalized proposals.
- The interior designer would also be responsible for compiling the full FF&E cost estimate, writing finishes schedules, fixtures and fittings schedules and presenting to clients with a lead designer.
- Responsibilities will include liaising directly with suppliers, contractors and consultants to deliver a fully detailed completed project.
- Expectations will include the smooth running of projects providing timely and efficient support to the lead designers. There should be a high proficiency in producing hand sketches; refined use of Word/Excel based administration and a broad understanding and skills base in a CAD based software package.

### 1.2 Principle Accountabilities

#### Creative Skills

- To have a strong creative vision and the ability to communicate this to the management and team members.
- The ability to deliver well considered luxurious and practical schemes.
- Understanding the use of space, light and texture to convey an interpretation of the client's brief.
- Interacting with other design teams for cross-pollination of ideas.
- To communicate where possible in the clearest manner your design ideas through sketching, CAD, Photoshop and InDesign.

#### Team Skills

- Manage assistant interior designers in their day-to-day project related tasks.
- Implement SHH standards and ethos ensuring that others do too.
- Covering for other design team members, whether part of your direct team or not, as and when required.
- The candidate must have a flexible approach and willingness to assist in all areas of the company.
- Manage upwards – to liaise in a clear and concise way with their line manager, helping to ensure the decision making process is efficient.

### Administration & Communication

- Good verbal / written communication skills.
- Ability to take control of FF&E cost estimates and ensure pricing and relevant data are up to date.
- A good understanding of FF&E specification and relevant documentation.
- The role will involve large amounts of administration but is varied and will involve raising purchase orders, monitoring production schedules, liaising with suppliers, managing budgets and expenses.
- Ensuring a clear, concise and accurate Documentation/Audit trail.
- Liaise with Suppliers Accounts departments to ensure all orders are processed and invoices to clients are issued in a timely manner.
- To be aware of hours spent versus fees allocated for the project.

### Project Management Skills

- Must have the ability to take responsibility for and competently run small to medium sized interior design projects.
- Ensure that relevant documentation is written and issued in a timely manner to prevent any programme delays to the project.
- Attend all client and site meetings, taking minutes from these meetings and ensuring the minutes are issued and approved.
- To attend and take minutes to relevant contractor and consultant meetings – i.e. builders, joiners, lighting designers, AV companies, suppliers and furniture makers. From time to time to confidently attend these meetings in your lead designer's absence.
- Assisting in maintaining a tidy and presentable work environment and keeping internal resource libraries (i.e. samples, brochures, completed project portfolios, etc) up-to-date, complete and well organized.
- Outlining the installation schedule and coordinating deliveries in accordance with that schedule.
- Must have a problem solving attitude and be solution driven- 1 problem = 3 solutions to give to your lead designer

### SHH Processes

- To fully understand the SHH studio design and production processes, working alongside the architecture and administrative teams to fully utilize:
  - SHH documentation templates
  - SHH branding
  - SHH procurement standards

### Presentation Skills

- Ability to manage and present to clients with confidence.
- Present to within the SHH teams on project schemes and to de-brief team members accordingly.
- Attending industry events for and on behalf of SHH.
- Maintaining a professional appearance in line with SHH brand standards and acting appropriately whilst in the company of our clients.

**1.3 Key Performance Indicators**

- Responsible for running one or more projects independently.
- Percentage days lost due to sickness absence to be no higher than 2%

**1.4 Competencies****Attributes**

- Organised and efficient
- Pragmatic and flexible
- Calm under pressure

**Knowledge**

- Design trends in the industry
- Knowledge of materials, their appropriate uses and available finishes.
- An understanding of building processes and RIBA design stages.
- An understanding of relevant Building Regulations.

**Software - Essential**

- InDesign
- Photoshop
- Word
- Excel
- AutoCAD, Revit or ArchiCAD