



Employee Details

Position Title:	Senior Interior Designer
Reports to:	Project Lead/Associate
Department:	Residential Interiors
Location:	Hammersmith, London
Date:	March 2019

1.1 Role Requirement

- The ideal candidate would have experience in independently running medium to large scale prime and super prime residential projects from inception through to completion. Contract project sizes vary from £2 - £30 million.
- The candidate will need to share our vision of expanding an already thriving studio and be prepared to network with clients.
- 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 associate overseeing.
- Organized, enthusiastic and dynamic, the Senior Interior Designer would work in a small team in the residential interior design department
- 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 client, the client representatives, SHH management and team members.
- To aid in the development of the client's brief to enable a concise production of schemes and documentation.
- 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 fast detailed sketching, CAD, Photoshop and InDesign.

Team Skills

- Manage a team of assistant and 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

- Excellent verbal / written communication skills. Fluent in English at a professional level.
- Clear understanding of cost management and value engineering.
- 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 medium to large interior design projects.
- Able to structure a project programme using relevant experience and software to convey to team members and client the important targets and their sequence.
- 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

SHH Processes

- To fully understand 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

- You need to be highly presentable, enjoy client-facing activities and thrive on client interaction and design presentation. Your role will include presentation and we will be looking for this to be delivered with charisma and dynamism.
- 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 several projects at once.
- 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

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