Role Definition

Job title: Senior Interior Designer
Reporting to: Associate Partner or Partner that has the project assigned the current project on a day to day basis and ultimately to the Senior Partner

Responsibilities

- To understand the design project
- To prepare, and develop with the team where required, drawings, models, images, material & mood boards and other documents relating to the design
- To co-ordinate the internal design team for the project
- To take responsibility for the development of the design and the project with input from the Associate Partner or Partner in charge for key project stages
- 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, Interior Architecture or Architecture
- 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, lifelong 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
- Excellent written and verbal communication skills
- Able to work as part of an effective team assisting and supporting team members
- Resilient to cope with conflicting demands, able to prioritise duties and work effectively under pressure
- Understanding of the designers role in the co-ordination and integration of project information and management
- Able to deal with the management of junior & intermediate designers on the team
**Desirable**

- 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.

February 2014