

## Job Description

**PER-34**

VF B/C n/a

VF Rail use this form

VH n/a

VL n/a

VS n/a

VR n/a

VI n/a

**Company Name:** VolkerFitzpatrick Ltd

**Business Unit:** Rail Division

**Contract No & Name:**

<b>Role:</b>	Assistant Design Manager	<b>Reports to (Business):</b>	Project Manager
<b>Location:</b>	Various	<b>Reports to (Function):</b>	Divisional Engineering Manager (Rail)
		<b>Current Job Holder:</b>	

### Overall Role Purpose:

- To support the Project Design Manager in the project design management
- To be accountable for the some or all of the Design Management of a particular project.
- To interface directly with the employers project Engineering team as required by the Project Design Manager.
- To interface directly with all Design service consultants and providers as required by the Project Design Manager
- To support the Project Manager with managing the contract & commercial aspects relating to design for a particular project as required by the Project Design Manager
- To develop and maintain the design programme and other design controls
- Maintain an awareness of all Design related aspects relating to the Business
- To support the Engineering Manager in developing Design "Best Practice" within the Business
- To add value to the project(s) by promoting specific 'best value' design solutions
- To portray a professional and responsible image of the company to the clients, their colleagues and contractors
- To promote Health Safety and Quality to the projects and through the tender process

### Key Accountabilities:

(describe the key tasks and responsibilities the job-holder has on an on-going basis)

#### RESPONSIBILITIES

##### 1 GENERAL:

- Always to act in the best interests of VolkerFitzpatrick Ltd, its legal & contractual obligations and stated policies.
- Be fully aware and understand the requirements and implications, to yourself and others, of the company's current health and safety, environmental and quality policy (this could apply to all the company policies)
- To implement or support as necessary all relevant company standards and procedures.-.
- Be responsible for maintaining your personal competencies, professional development and updating your personal information and site information on the company intranet (workspace)
- At all times, to act professionally and promote the company's best standards and practices

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<b>Approved for IMS:</b>	IMS Manager	<b>Document owner:</b>	Head of HR	<b>Workspace file:</b>	

**2 TENDER:**

The Assistant Design Manager will support the 'Bid Manager'

- With advice on design management, design programme & Engineering compliance
- determine design scope from Client documents
- define Design Responsibility, consultant services and design deliverables
- identify and develop as necessary 'Value Engineering' options for the tender submission
- on operational delivery solutions and alternative design solutions
- in tender consultant selection and consultant duties
- on preliminary input advising, Craneage, Scaffold, Temporary services etc
- in writing and delivering sections of the technical bid document

**3 PRE-CONSTRUCTION:**

The Assistant Design Manager will support the Design Manager / Project Manager/ Senior Site Manager

- To assist in the project Design delivery process in accordance with the Contract requirements
- To assist in the technical management of the Design Consultants and those providing design services
- to support the Design Manager, Project Manager and Project Surveyor with design consultant & sub-contract procurement by assisting in:
  - the Design Scope from the clients technical documents
  - develop the Project Design Responsibility Matrix
  - identify Design interfaces
  - define Design services required from each consultant
  - define Design Deliverables from each consultant
  - buildability and Value Engineering
- in monitoring the master information requirement schedule
- in monitoring the project design programme
- in operating an appropriate project technical control & filing process

**4 CONSTRUCTION:**

The Assistant Design Manager will support the Design manager / Project Manager / Senior Site Manager

- In discharging our responsibilities under the CDM regulations, Planning requirements and Local authority requirements
- To assist in the management of the design assurance process with designer & client to achieve design approval in accordance with the contract programme
- is responsible of reviewing 'design management' documentation and ensuring its correct use and development when required
- in ensuring that company design management standards and procedures are implemented.-.
- in ensuring that the correct specifications and drawing requirements are issued to the consultants and sub-contractors in accordance with the target programme
- in ensuring that the project design is delivered in accordance with the contract requirements for engineering compliance, completeness, content etc.-.
- is responsible for monitoring design status and progress.-.
- in ensuring that the project design is delivered in accordance with the agreed programme
- with assisting in project design team meetings, producing minutes and issuing
- Identifying and managing any potential or agreed changes to the design
- Supporting the project QS in evaluating and substantiating any agreed design change
- Managing the project TQ & RFI process
- with assisting in project design team meetings, producing minutes and issuing
- in advising on buildability and design interfaces of different trades

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**5 POST CONSTRUCTION:**

The Assistant Design Manager will support the Design Manager / Project Manager/ Senior Site Manager

- in contributing to project de-briefings & lessons learnt
- in reviewing the design solutions used during construction to verify suitability
- to monitor the defects period for 'Value Engineering' options performance
- in assisting in closing all Design issues & documentation in accordance with the contract
- in assisting in "As-built", "Hand-over" and H&S File documentation completion and issued in accordance with the contract.
- attend the project close out audit as required

**6 OTHER :**

The Assistant Design Manager is responsible

- for promoting the department to prospective and existing clients, colleagues and contractors
- for carrying out periodic Health and Safety checks on site

**Interfaces:**

Definition of the mutual expectations between roles that are interdependent and have points of interface. Think of the key processes in which this role is involved and the interfaces within this.

Internal Contacts	External Contacts
All site personnel	Design team and other Specialist consultants
Visiting Managers and Directors	Clients
Other VolkerWessels UK companies	Local Authorities & interested 3 <sup>rd</sup> parties i.e. General Public
	Sub-contractors
	Material suppliers

**Delegated Authority:**

(the decisions that the role holder is allowed to make)

The authority to look at change of specification or detail that enhances or provides a better return on the behalf of VFL. Prior to any change the Assistant Design Manger must obtain approval to proceed from the Design Manager, Project Manager or the Senior Site Manager

**Limits of Financial Authority:**

To look at design development that will involve expenditure. Any costs over £2,000 should be reviewed with the senior site management team to seek approval to proceed

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## Career Path Information

### Required Qualifications / Expertise:

Experience in Rail Design Assurance and Documentation requirements  
Knowledge of VF Design & Engineering Procedures  
Construction experience of at least 2 years  
Through training and academic qualification to proceed to Design Manager

### Key Competencies Required for this Career Level

Technical	Behavioural
Good communicator	Assertive
Team player	'Can do' Attitude
Business & Commercial Awareness	Able to work under pressure
Knowledge and understanding of construction detailing	Self-motivated
Good cost awareness	Proactive
	Effective use of Initiative

### SAFETY RESPONSIBILITY STATEMENT:-

I agree that I will comply with the following

- That I am responsible for my own safety and the safety of others who may be affected by what I do or fail to do.
- Responsible for wearing the personal protective equipment (PPE) provided, reporting any defects to it and ensuring that it is in good order and clean
- Responsible for reporting any defects to my work equipment and for reporting any hazards in the area in which I work, to my line manager.
- Report any concerns regarding health & safety to my line manager
- Responsible for compliance with any systems designed to protect the public from hazards resulting from my work activity
- Not to damage or misuse any item provided for safety.
- Comply with all company and site rules relating to health & safety

**Please note: This Job Description is not exhaustive and staff will be required to undertake duties other than those listed.**

### Agreed copy

Signature:		Name:		Date:	
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