

Job Description

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Company Name: VolkerFitzpatrick Ltd

Business Unit: Civils

Contract No & Name:

Role:	Design Manager	Reports to (Business):	Tender Manager, Project Manager & Divisional Design Manager
Location:	Project Based	Reports to (Function):	Tender Manager, Project Manager
		Current Job Holder:	

Overall Role Purpose:

Provide the key focus for D&B Project
Ensure competent consultants provide effective design solutions.

Key Accountabilities:

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

RESPONSIBILITIES

1. GENERAL:

- To ensure continuity for coordination on D&B project from first contact to completion.
- To interface directly with the employers project design team.
- To be the VFL principle point of contact for design.
- To enable contract requirements to be efficiently managed and correctly reported. Control design and verifications so that design deliverable provided to site are complete; cost effective; approved; timely and buildable.

2. TENDER:

- Manage the design process and its cost
- Identify design risks
- Evaluate design and specification alternatives
- Regularly re-appraise design and specification to ensure cost targets are met
- Obtain statutory and other approvals and payment of associated fees
- Prepare Operation and Maintenance Manuals and as-built drawings
- Ensure Consultant: - work in accordance with the Construction (Design and Management) regulations
- Produce initial design risk assessments and then reassess on change
- Resolve design-related problems during the maintenance period and after
- When appointed by the employer, act as planning supervisor, or sub-let to an experienced and qualified consultant.
- Check all tender design requirements for completeness, content, any risk due to outstanding information and advise the Bid Manager accordingly.
- . Agree a design brief including a schedule of deliverables and programme with the consultant
- Obtain fee proposal from consultant, and any design subcontractor including:
- All disbursements
- Agreed terms of appointment

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- Services to be provided
- Scope of work
- Payment schedules
- Proof of adequate professional indemnity insurance
- Confirm in writing, using Memorandum of Agreement. This must be:
- Completed to the satisfaction of VFL and the consultant
- Signed by the consultant before the tender return date
- Check suitability of all selected or novated consultants and design subcontractors
- Attend tender launch meeting
- Hold an initial design team meeting and agree dates for any further meetings
- Take part in meetings with the employer
- Attend a joint site visit with the consultant
- Review, record and action queries from consultant
- Establish a drawing and document register for all design information
- Include design subcontractor in design meetings
- Ask the consultant to identify any
- Design risks/opportunities
- Areas for value engineering
- Help buying and estimating departments prepare tender document for subcontractor and suppliers having design responsibility.
- Advise planning department on lead-in periods for design and approvals
- Provide estimating department with a schedule of all consultant's fees
- Confirm the consultant has complied with CDM regulations
- Confirm all environmental risks have been reviewed
- Carry out a design compliance check on the design supplied by consultant and design sub-contractor
- Provide input into the Quality Submissions, as required
- Provide input into the tender settlement meeting
- At the end of every tender, carry out consultant monitoring and instigate a reverse monitoring report by the consultant.

Subcontractor-design contracts

- Identify all subcontractors having design responsibility, at the beginning of the tender period
- Liaise with the estimator to ensure the subcontract enquiry includes all design related information
- Investigate the subcontractor's design capability – obtain details of their professional indemnity insurance, check it against the requirements of the main contract and advise the Bid Manager of any shortfalls.
- Supply any additional design information needed for the subcontractor to provide a compliant quotation
- Obtain from the subcontractor any design information needed to complete the design of other scheme elements
- Meet subcontractors during the tender period to ensure they fully address the design element.
- On receipt of the quotation, liaise with the estimator to: ensure the design element of the subcontract is satisfactorily covered and help evaluate any shortfalls.

In addition to the general responsibilities the D&B Coordinator shall:

- Investigate and understand any design services required outside the intended novation agreement
- Confirm all novated consultants
- Have received all information noted in the employer's enquiry
- Comply with any legislation noted in the employer's enquiry
- Confirm novated consultant's appointment satisfies VFL requirements

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- Agree any further scope of works and associated fees

3. PRE-CONSTRUCTION:

- Assist in resolving any design-related matters
- Providing design details as necessary
- Providing information about cost or programme effects due to design changes.
- Check that all post-tender design changes are:
- Agreed with the employer
- Recorded
- Ensure that any additional revised consultant's fees are
- Identified
- Recorded

4. CONSTRUCTION:

- Attend tender handover meeting
- Carry out D&B induction to site team
- Notify the consultants of the contract award, including any limitations thereof
- Write confirming intention to appoint them, based on tender agreements

Alternatively:

- Tell them we failed to win the bid
- Thank them for their efforts
- Provide feedback
- Agree protocols with the employer for approval of both design information and material selection
- Confirm project distribution of information and action within agreed timescales
- Issue a full set of contract documents to the consultant and ensure they understand the scheme
- As bid
- As contracted, highlighting any differences
- Agree and complete the consultant's agreement directly after award of contract
- Ensure Health and Safety File design requirements are identified
- Arrange and minute design meetings
- Attend progress meetings and HSQE meetings as required
- Agree with all consultants and design subcontractors, for inclusion in the contract programme
- A dated schedule of deliverables
- Any constraints
- All key dates
- Ensure adequate design risk assessments are provided for CDM purposes
- Ensure adequate environmental risk assessments are provided
- Maintain a register of specific approvals and certifications and ensure these are applied for, monitored and progress reported against the contract programme.
- Ensure all drawings/documents contain the following information as a MINIMUM
- Employer's name
- Contract title/drawing title
- VFL name and logo
- Individual drawing number/reference
- Revision letter/number
- Drawing status
- Establish and maintain an up-to-date document and drawing register showing
- The status of the drawing
- To whom distributed.
- Review drawings and associated documents with construction team to include buildability, cost, constraints and programme.

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- Ensure only “construction” status drawings and documents are used for construction purposes
- Manage the consultant to ensure compliance with the programme
- Control and monitor the development of the design
- Agree payments for the consultant in conjunction with the quantity surveyor
- Record design development and changes on the project Changes Schedule
- Obtain consultant's fee for the employer's changes before implementation
- Carry out consultant monitoring and instigate a reverse monitoring report on VFL by the consultant
- Ensure Health & Safety File design requirements are met
- Ensure consents and agreements for which we are responsible are signed off
- Ensure design certificates are signed off
- Complete final monitoring
- Ensure consultant or design subcontractor attends post-project review meeting

5. POST CONSTRUCTION:

- Ensure completion of all post contract documentation
- Close out designers agreement
- Participate in project close-out reviews
- Participate in project award submissions
- Ensure safe archiving of relevant documentation.

6. OTHER:

- Promote equal opportunity, inclusion and diversity in recognition of the differences that exist between all peoples' irrespective of race, colour, religion, nationality, ethnic origin, sexual orientation, gender including transgender, age, disability, marital status including civil partnerships or part-time status

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	Designers
Visiting Managers	VFL Supply Chain
	Clients
	Local Authorities/Utilities/Stakeholders

Delegated Authority:

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

As delegated by the Tender Manager &/or Project Manager
D&B Managers are authorised to receive and act on instruction provided to VFL
D&B Coordinators are required to liaise with Project Manager for authorisation

Limits of Financial Authority:

D&B Managers are authorised to instruct design works and variations up to £50k and £5k respectively
D&B Coordinators are required to obtain advance authorisation from their Project Manager

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Career Path Information

Required Qualifications / Expertise:

Relevant knowledge and experience in site management and construction techniques
 Knowledge of design processes desirable
 Design Managers will generally be Chartered Engineer MICE or equivalent

Key Competencies Required for this Career Level

Technical	Behavioural
Good communicator	Assertive
Team Leader	'Can do' Attitude
Business Awareness	Able to work under pressure
Knowledge and understanding of construction management	Self-motivated
	Proactive
	Effective use of Initiative

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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