

## Position Description

## Design Manager

<b>Team</b>	Technical Design and Engineering
<b>Base Location</b>	
<b>Reporting to</b>	Regional Manager, Project Manager/Director
<b>Direct Reports</b>	Nil, however, staff assigned to Early Contractor Involvement (ECI) and Design and Build projects as required and will report to this role
<b>Key Relationships</b>	<p><b>Internal:</b> Project Team, New Business Team, Design and Engineering Team, Site Management Team</p> <p><b>External:</b> Clients, Design Consultants, Sub-Contractors, Local Authorities</p>

### JOB PURPOSE

The Design Manager role is crucial in Leighs Constructions fostering positive relationships with clients and obtaining complete and coordinated design documentation. Responsibilities include leading successful design development, overseeing projects, and providing valuable support and advice to clients. The Design Manager should have a thorough understanding of the overall design and construction process and lead project teams to achieve positive outcomes.

### KEY OBJECTIVES AND PERFORMANCE MEASURES

Outlined below is a general summary of duties and expectations that are required for this role. This listing should not be read as a limit of duties or as an exhaustive list; it is intended to record minimum requirements and the general theme of the role.

Key Objectives	Performance Measure
Design Management Structure	<ul style="list-style-type: none"> <li>Obtain full understanding of Leighs Design Management Procedure</li> <li>Deliver ECI and/ or design management as required by the contract documents on assigned projects</li> </ul>
Business Development	<ul style="list-style-type: none"> <li>Create and maintain positive relationships with clients and consultants to maximise opportunities for the regional and national business</li> <li>Take a strategic view on how Leighs retains market share and also how we continue to grow and enhance our ECI and Design Build capability and reputation</li> <li>Analyse Leighs competitor profiles and identify key points of difference between Leighs value proposition and what competitors provide to their clients and customers</li> <li>Research and analyse external business environments, including existing and potential new clients/ customers, public and private</li> </ul>

Key Objectives	Performance Measure
	<p>sector agencies, external consultants, and relevant authorities to identify potential business leads and opportunities</p> <ul style="list-style-type: none"> <li>• Build strong relationships within the industry</li> <li>• actively promote ECI and Design Build services offered by Leighs Construction to potential clients, consultants, and stakeholders to secure profitable construction contracts</li> <li>• Assist in the preparation and delivery of RFPs and marketing plans, focused on securing key national and regional target projects</li> </ul>
Relationship Management	<ul style="list-style-type: none"> <li>• Key representative in client communication from initial contact, agreement activity and post-agreement consultation</li> <li>• Manage the delivery of design teams and other external consultants during design, consent, and procurement phases through handover to the project construction team</li> <li>• Coordinate multidisciplinary teams both internally and externally to plan, develop, and deliver ECI and Design Build projects</li> <li>• Provide leadership in the design management of our ECI and Design Build contracts</li> <li>• Effectively align the sometimes-disparate views of project team members and stakeholders and through it build cohesive effective teams</li> <li>• Work with clients, consultants, and contractors to ensure true collaboration of requirements</li> <li>• Anticipate issues, risks, potential opportunities, and alternatives to maximise our margin</li> <li>• Recognise what works well and challenge the status quo</li> </ul>
Bid Winning, Tendering, Procurement	<ul style="list-style-type: none"> <li>• Undertake detailed review of tender documentation and write design brief for Leighs design team if tender documentation is unclear</li> <li>• Identify contractor design elements</li> <li>• Identify project risks and mitigation measures</li> <li>• Provide written input for tender submission</li> <li>• Obtain consultant fee proposals and complete analysis for selection with input from other team members</li> <li>• Develop robust consultant engagement agreements with clear scope, responsibilities, deliverables, BIM requirements, fees, programme, etc.</li> <li>• Provide input for tender presentations</li> <li>• Work closely with internal team to track and mitigate design changes and the financial implications</li> </ul>
ECI and Design Build Management	<ul style="list-style-type: none"> <li>• Produce project-specific design programme which ensures design documentation obtains required client approvals and consents for procurement and construction.</li> </ul>

Key Objectives	Performance Measure
	<ul style="list-style-type: none"> <li>• Work closely with clients and consultants to identify and provide compliant and cost-effective solutions for their projects</li> <li>• Work with external and internal parties to effectively carry out Leighs design responsibilities</li> <li>• Chair and minute design team meetings and workshops</li> <li>• Manage the design and procurement process and then maintain a high-level input into the operational project delivery</li> <li>• Manage cost-effectiveness of ECI and Design Build initiatives and projects</li> <li>• Overcome complexity and project issues through innovation, technical excellence and joint problem-solving, focusing on solutions versus problems and blame</li> <li>• Manage the building consents and resource management processes, liaising with Councils and other statutory authorities</li> </ul>
Team Contribution	<ul style="list-style-type: none"> <li>• Build and maintain relationships with managers and the broader team and actively look at ways to support organisational strategies and targets</li> <li>• Works collaboratively to build Leighs culture and business as a whole</li> <li>• Provide guidance to, and work in collaboration with the New Business, pre-construction, and construction team members</li> <li>• Work closely with operations team to assure smooth transition from design into construction, maintain involvement at a level to assist with RFI and CI's and continued construction monitoring where required</li> <li>• Take personal responsibility for your contribution to the performance, development, and reputation of the company</li> <li>• Conduct design reviews of project design documentation at key milestones</li> </ul>
Reporting	<ul style="list-style-type: none"> <li>• Provide monthly reports (internal and external) i.e. status of design consultant engagement, design documentation, programme, risks, consenting, relationships, etc.</li> </ul>
Leading at Leighs	<ul style="list-style-type: none"> <li>• Role models leadership behaviours and actions consistent with Leighs leadership framework, vision and values</li> </ul>
Health and Safety Environment and Sustainability	<ul style="list-style-type: none"> <li>• Engage, participate and ensure initiatives, plans, and objectives set by Leighs to increase health and safety performance are implemented and achieved.</li> <li>• Understand the environmental and sustainability objectives and requirements set by Leighs, and actively participate in achieving the objectives for the company or project</li> <li>• Proactively report, record and act on improvement opportunities, hazards and incidents.</li> </ul>

Key Objectives	Performance Measure
	<ul style="list-style-type: none"> <li>Proactively identify and effectively manage risk.</li> <li>Ensure you are physically and mentally fit for work.</li> <li>Take reasonable care of your own health and safety and ensure that your actions/inaction don't cause harm to yourself, others or the environment.</li> <li>Engage and encourage participation in health, safety and sustainability.</li> <li>Acquire, and keep up-to-date, knowledge of work health, safety, environmental and sustainability matters relating to your role.</li> <li>Create and maintain Safety in Design register with input from design team to ensure compliance with legislation.</li> </ul>

### QUALIFICATIONS, COMPETENCIES & EXPERIENCE

The position has the following qualification, competency, and experience requirements:

Requirement	Description
Education/Qualifications	<ul style="list-style-type: none"> <li>Tertiary qualification in Design Management, Architecture, Construction or Engineering</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Minimum 5 years of relevant industry experience</li> <li>Varied and practical experience delivering commercial construction projects in NZ and internationally.</li> <li>Strong track record of project management and commercial development experience</li> <li>Technical expertise both in design management and construction management</li> <li>Proven experience in managing buildability and value engineering</li> </ul>
Knowledge, Skills & Competencies	<ul style="list-style-type: none"> <li>A confident understanding of design and construction processes including working with public and private sector clients throughout the initial feasibility, project design, bid management, procurement process and construction</li> <li>Commercial design, construction, and regulatory knowledge</li> <li>Design management skills with high-level project management expertise</li> <li>Ability to manage people, resources, time, and costs in an efficient and profitable manner</li> <li>Excellent interpersonal skills with an ability to lead and persuade</li> <li>A detailed and thoughtful understanding of client needs and preferences</li> <li>Strong, confident, clear communication skills</li> <li>Results-driven, motivated, solution-focused, resilient</li> </ul>

Requirement	Description
	<ul style="list-style-type: none"><li>• Demonstrates proven ability to win and maintain client's trust</li><li>• The ability to review documentation to identify risks and opportunities</li></ul>

## DELEGATIONS

Leighs has a comprehensive Delegations of Authority Policy for its employees. Approvals and authorities must comply with the company policy, including employee hiring and terminations, contractual commitments, capex and opex.

*You acknowledge that LCL may require you to change your duties and responsibilities during your employment. LCL reserves the right to use your skills to the best advantage and will consult with you before any position changes are implemented.*