



## Role: Head of Architecture & Design

Location: Wetherby, UK

### About Us

Established in 2008, Innova Care Concepts provide the most innovative healthcare equipment and furniture to improve clinical outcomes and enhance wellbeing. With over 200 combined years of experience in this sector, the Innova team are passionate about ensuring caregivers and patients have the finest equipment available. This role is a fantastic opportunity to be a significant contributor to the growth and success of Innova. Reporting into the Head of Operations, the role is responsible for the creation of all the design work for all projects and enquiries from the sales and project delivery teams throughout the business.

### Benefits Include:

- Up to 25 days' holiday excluding bank holidays
- Government pension
- Free parking and hot drinks

### The Role

**We are looking for a creative and motivated, confident self-starter who has experience of working across a range of design activities within a fast-paced healthcare equipment environment.**

- Ensuring a robust drawing control process is implemented and maintained with revision control and distribution
- All design work should be carried out in accordance with the relevant building regulations & CDM requirement
- Implementation of the company integrated Management System processes and procedures
- Attending weekly project management meeting and discussing workloads, deadlines, and issues with the project managers
- Operating AutoCAD and Revit, producing and required technical documents - ensuring the CAD technicians within your team are doing so
- Ensuring Innova is BIM level 2 compliant

### Requirements

- HNC/HND in construction based subject or equivalent
- Ability to communicate with a range of people at all levels, both verbally and in writing
- Competent user of MS packages e.g. Outlook, Excel, Word (essential)
- Comprehensive experience in construction, engineering, or professional design role
- Well-developed technical construction knowledge
- Familiarity within a design office
- Being able to think methodically and to manage projects
- Ability to liaise with professionals and management of the design
- Ability to interpret client requirements and communicate these requirements to others
- Good understanding of the CDM Regs 2015 and BIM Standards
- Ability to work as head of the design team with personal skills to promote good relationships and a friendly working environment
- Demonstrate consistent drive and personal motivation



## Key Tasks

### **The role will include, but not be limited to, the following duties and responsibilities:**

- Delivering a portfolio of projects from basic fit out/conversion, to new build (modular) projects on a budget circa £10k - £500k.
- Management of the process/department throughout the design process.
- Creating a team to support the growth of the business
- Adhering to the company guidelines and best practice throughout the design process.
- Working within both time and commercial restraints to produce solutions which met the Scope of Work and requirements of the scheme/project.
- Thoroughly appraise received project documentation to identify risk, opportunity, insufficient information, inadequate or incorrect design and compliance.
- Managing and prioritising time across over 150 projects to ensure deadlines are met.
- Attending and, where requested, leading design meetings alongside the sales representatives or project managers.
- Uploading drawings onto contractors' databases such as 4P, ensuring the documents are properly titled to the contractors' standards.
- Attending and contributing in the Senior Management monthly meeting.
- Outsourcing 3<sup>rd</sup> party support to meet the demands of the business as required and accept responsibility for the tasks assigned to external resources.
- Developing and managing CDM client duties
- Provide guidance of planning, Building Regulations, bespoke modular unit developments and new product ranges