

## DEPARTMENT HEAD - DESIGN LOCATION: WETHERBY

## BENEFITS

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

## ROLE PROFILE

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### 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.

The role is a fantastic opportunity to support the Operations Team and the drive the quality & standard of the design work being produced. Reporting into 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.

Candidates must be prepared to work extra hours when workload and priorities dictate

## DUTIES

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

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.

- Management of the process/ department throughout the design process.
- Create a team to support the growth of the business.
- Work within both time and commercial restraints to produce solutions which meet 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



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- Primarily working in the Fixtures and Fittings market, space planning of furniture and fixed equipment.
- The business has over 150 projects of various sizes on the go at a time so you will be required to manage and prioritise yours and your teams time across the different projects to ensure deadlines are met.
- Outsource 3rd party support to meet the demands of the business as required and accept responsibility for the tasks assigned to external resources.

## Responsibilities

- You will need to attend, and where requested, lead design meetings along with the sales representatives or project managers.
- Upload drawings onto contractors' databases such as 4P ensuring the documents are properly titled to the contractors standards.
- All the design work should be carried out in accordance with the relevant building regulations.
- Implementation of the company Integrated Management System processes and procedures.
- Attend the weekly project management meeting and discuss workloads, deadlines and issues with the project managers.
- Ensure a robust drawing control process is implemented and maintained with revision control and distribution.
- Operating AutoCAD and Revit, produce any required technical documents – ensure the CAD technicians within your team are doing so.
- Ensuring Innova is BIM lv 2 compliant

## SKILLS AND EXPERIENCE

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### What you'll need:

- HNC/HND in construction based subject
- 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



### Contact

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## **JOB SPECIFICATION**

- Time keeping and commitment to company demands
- Ability to work as head of the design team with personal skills to promote good relationships and a friendly working environment
- Professional when representing the company
- Demonstrate consistent drive and personal motivation

