

Designer/Project Manager

Job Purpose

The Designer/Project Manager will take a leading role in our team and work to deliver a wide range of bespoke projects, from design and client liaison to fabrication and installation. The Designer/Project Manager will assimilate their knowledge of design and making in order to develop effective fabrication methodologies and realise high-quality works appropriate to client briefs. In all aspects of their role, the Designer/Project Manager will lead by example to maintain the excellent standard of service that our clients and collaborators expect from Weber Industries.

Main Duties and Responsibilities

▪ Design

- Take a leading role in design development, working in collaboration with our team and clients.
- Draw on specialist knowledge of materials and fabrication methods to offer creative and cost-efficient solutions at design stage.
- Use Rhino to produce CAD designs, 2D and 3D fabrication designs and visualisations.
- Address design issues and make required amendments to solve problems.
- Uphold high standards of presentation, with responsibility for quality management to ensure drawings and designs are delivered to company standard.
- Communicate design changes to the client and securing sign-off before fabrication stage.
- Collate information and develop systems necessary for the successful delivery of current and future projects.

▪ Fabrication

- Support fabrication works in collaboration with our team in the studio and on site.
- Uphold high standards of craft and workmanship, with responsibility for quality management to ensure works are delivered to company standard.
- Draw on experience to offer creative and cost-efficient fabrication solutions.
- Address fabrication issues and make required amendments to solve problems.
- Ensure all works are undertaken in accordance with the company's health and safety policy.

▪ Client liaison

- Respond to client enquiries promptly and in a professional manner.
- Engage in communication with clients and undertaking research to develop a holistic and in-depth understanding of the scale, context and expectations of the project.
- Use industry experience and specialist knowledge of materials and processes to produce creative and competitive responses to client briefs.
- Use Microsoft Word and Excel to produce clear and accurate estimates and tender documents for review.
- Use CraftCMS to prepare tailored online client pages.



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Weber Industries Ltd
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Company No. 8277014

- Uphold high standards of presentation, with responsibility for quality management to ensure client communication meets company standard.
- **Project delivery**
 - Approach projects creatively and holistically by assimilating your knowledge of design and making.
 - Work with initiative to ensure the delivery of high-quality works appropriate to the client brief.
 - Work efficiently to maintain project programme and deliver works within budget (committing additional hours where necessary).
 - Manage your time effectively, delegate tasks and help others when they are busy to ensure the team works together to meet project deadlines.
 - Order materials and arrange deliveries to facilitate works on time and within budget.
 - Manage the timeline, cost-effectiveness and quality of outsourced services.
 - Liaise with specialist partners, including manufacturing, consulting, construction and transportation firms.
 - Oversee logistics for delivery and/or on-site installation.
 - Use Microsoft Word and Excel to produce health and safety documents, including RAMS and Methods Statements as required.
 - Use Adobe InDesign, Microsoft Word and Powerpoint to produce handover documents as required by the client.
 - Uphold high standards of presentation in all communication with clients and collaborators, with responsibility for quality management to ensure works are delivered to company standard.
 - Use studio systems to manage project progress.
 - Maintain communication with team, collaborators and clients to keep them updated with progress and realistic completion dates.
 - Communicate changes in design/fabrication methods to the team, collaborators and clients as appropriate.
 - Address issues or concerns about projects and make required amendments to solve problems.
- **Studio operation**
 - Ensure both yourself and the project team are equipped and prepared for work in the studio or on-site.
 - Uphold excellent standards of communication (in person as well as by email and telephone).
 - Implement studio systems and delegating tasks to maintain a clean, organised and safe working environment (including shared welfare facilities).
 - Implement studio systems to maintain levels of materials and consumables.
 - Use digital SLR and other photography equipment to document works in progress and completed projects.
 - Keep project archive, website and social media profiles organised and up-to-date.
 - Organise project notes, drawings, estimates and other administrative records in accordance with company procedures.
 - Address ideas, issues or concerns about studio operations and make required amendments to solve problems or improve conditions.
 - Report any accidents or health and safety incidents to management.
- **Teamwork and management**
 - Take a leading role in our team and set a high standard of work for other team members to aspire to.



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- Foster positive, supportive professional relationships to enable all team members to grow and fulfil their potential.
 - Work with initiative, openness and care in a collaborative environment.
 - Bring a creative, positive and hands-on approach to problem-solving in challenging situations.
 - Offer constructive criticism and remaining open to receiving feedback on your own performance in meetings and appraisals.
 - Share industry experience and specialist knowledge with others to support learning and development across the team.
 - Manage sub-contractors working in the studio and on-site.
 - Maintain high standards of health and safety, ensuring all works are undertaken in accordance with the company's health and safety policy.
 - Report to the Director, Head of Programmes and Head of Administration.
- **Business growth**
 - Represent the company in a positive and professional manner at all times.
 - Engage confidently with our diverse and growing client base to maintain high standards of service.
 - Maintain excellent professional relationships within the team, as well as with our partners, collaborators and clients.
 - Lead by example by contributing to team meetings and group activities to support the growth and development of our team.
 - Bring specialist knowledge of fabrication design and project management, as well as practical experience with a range of materials and processes.
 - Bring industry connections to extend our existing network of clients, collaborators and specialist partners.
 - Actively promote the business to foster new collaborations and client relationships.
 - Contribute to the positive public profile and social media presence of the business.
 - Support our commitment to public engagement and social enterprise.
- **Training**
 - Actively work to hone your existing skills and develop new knowledge.
 - Help to train, guide and support other team members by sharing your knowledge and experience.
 - Engage in self-motivated independent learning to accelerate personal and professional development.

Please note: This is not an exhaustive list of duties and responsibilities. You will be expected to work flexibly as part of our interdisciplinary team and adapt to meet the challenge of delivering ambitious bespoke projects.



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Person Specification

This table outlines the essential and desirable requirements to fulfil the role of Designer/Project Manager.

Experience:	Essential/Desirable
<ul style="list-style-type: none"> Minimum 5 years of relevant professional experience. 	E
<ul style="list-style-type: none"> Integration of design and making to realise projects. 	E
<ul style="list-style-type: none"> Working as part of a team in a leading role to deliver successful projects. 	E
<ul style="list-style-type: none"> Working in a range of contexts, including construction, architecture, art, industrial design, public installations. 	E
<ul style="list-style-type: none"> Working with range of clients, including artists, architects, designers, individuals and institutions. 	E
<ul style="list-style-type: none"> Overseeing studio operations, with responsibility for delegating tasks and quality management to meet project deadlines. 	E
<ul style="list-style-type: none"> Managing outsourced services and liaising with subcontractors. 	E
<ul style="list-style-type: none"> Working on-site in a leading role. 	D
<ul style="list-style-type: none"> Tendering for projects, including producing estimates and presenting to clients. 	D
<ul style="list-style-type: none"> Teaching, mentoring or skill-sharing. 	D
<ul style="list-style-type: none"> Public engagement and social enterprise. 	D
Knowledge and skills:	
<ul style="list-style-type: none"> Specialist knowledge of fabrication methods, processes and materials. 	E
<ul style="list-style-type: none"> Computer literate, working across PC and Mac on creative and administrative programmes (Microsoft Office, Adobe CC). 	E
<ul style="list-style-type: none"> Proficiency with CAD design and 3D modelling in Rhino. 	E
<ul style="list-style-type: none"> Understanding of digital fabrication methods (CNC-machining, laser cutting). 	E
<ul style="list-style-type: none"> Awareness of architectural practice, building regulations, and industry standards and conventions. 	E
<ul style="list-style-type: none"> Understanding of health and safety regulations and procedures for compliance (i.e. RAMS). 	E
<ul style="list-style-type: none"> Knowledge of tool and machinery maintenance. 	E
<ul style="list-style-type: none"> Strong verbal and written communication skills. 	E
<ul style="list-style-type: none"> Strong interpersonal and leadership skills. 	E
<ul style="list-style-type: none"> Ability to organise and manage time, both individual and project-related. 	E
<ul style="list-style-type: none"> Understanding of craft, with attention to detail and commitment to quality. 	E
<ul style="list-style-type: none"> Ability to transfer existing skills to new materials, processes and contexts. 	E
<ul style="list-style-type: none"> Practical making skills applicable to a range of scales and contexts, from structural fabrication to fine making. 	D
<ul style="list-style-type: none"> Confident to use tools, fixed machinery and portable equipment, with ability to train others in best practice for safe use. 	D
<ul style="list-style-type: none"> Ability to work from fabrication drawings. 	D
<ul style="list-style-type: none"> Knowledge of First Aid. 	D
<ul style="list-style-type: none"> Fine woodworking skills (cabinet-making, general carpentry and joinery). 	D
<ul style="list-style-type: none"> Fine metalworking and welding skills (MMA, MIG, TIG). 	D
<ul style="list-style-type: none"> Ability to weld to code. 	D
<ul style="list-style-type: none"> Engineering machining (mill and lathe work). 	D



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▪ Electrical and mechanical skills (240v and low voltage wiring, lighting, kinetics).	D
▪ Casting and mould-making.	D
▪ Decorating and finishing skills.	D
▪ Photography and photo-editing (Adobe Photoshop).	D
Qualifications and training:	
▪ At least 5 GCSE's including Maths and English, or vocational equivalent.	E
▪ Degree level qualification in a relevant subject, or vocational equivalent.	E
▪ Accreditation from relevant professional body (i.e. RIBA, CSCS)	D
▪ Certification of First Aid training.	D
▪ Certification of Health and Safety training.	D
▪ Certification of specialist equipment training.	D
▪ Valid UK driving license.	D
Key to abbreviations: E – Essential requirements without which the job could not be done D – Desirable requirements that would enable the job to be performed well	



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