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# Example of Design Manager / Project Manager Job Description

Our company is growing rapidly and is looking for a design manager / project manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for design manager / project manager

* Works closely and collaboratively with key stakeholders to define project scope, strategy, budget, and outcomes
* Plans and determines resources needs for successful completion of project
* Supervision and guidance relate largely to overall objectives, critical issues and policy matters
* Participates in project "go/no go" and consultant selection decisions
* Selects/reviews project subconsultants and vendor invoices
* Guides, reviews, supervises and/or coordinates the work of a multi-disciplinary project team
* Interfaces with senior technical professionals, technical managers, and administrative staff and managers as necessary
* Represents the organization to clients, regulatory agencies and the general public
* Maintains contact and visibility within professional, civic, and other organizations to promote the firm and elicit new business
* Support Design Operations innovation initiatives such as colour management initiatives, standardisation

## Qualifications for design manager / project manager

* You will hold a BSc or BEng in Mechanical / Electrical Engineering, Civil Engineering, Chemical Engineering or Construction Management
* You will hold current SMSTS (Site Managers Safety Training Scheme) certificate
* Understand the importance of embedding a Health and Safety culture both on site and across an organisation
* You will play a key role in developing the project budget and schedule, and ensure process is followed
* As part of a leading engineering firm, it is essential that you have excellent interpersonal skills, using these to develop and maintain a good working relationship with both internal and external customers
* You will have demonstrated an ability to run projects, administer contracts and control budgets