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# Example of Design Manager Job Description

Our company is looking to fill the role of design manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for design manager

* In case of external design collaborators, support workplace resource global and regional strategy for collaboration related to workplace strategy and design
* Produce performance reports of design collaborators for design quality manager
* Appoint the design collaborators on projects, from the approved global or regional design collaborator frame agreements
* Support workplace resource Head of Region and broader workplace resource team on all workplace and design issues
* Maintain an active awareness and understanding of office interior market trends, innovations and design initiatives
* Drive selection process and support Indirect Procurement (INP) in the selection and contracting of the global and regional external design collaborators, according to procurement policies
* Manage and apply the design collaborator contracts and ensure quality delivery through performance management
* Work together with the project management office throughout the project delivery process in terms of workplace design aspects, ensuring compliance to project schedules and budgets
* Train and manage design collaborators on projects
* Lead and support change management activities with workplace resource managers and design collaborators

## Qualifications for design manager

* To work in partnership with Global in addition to local reporting
* To work with all wider teams to deliver integrated work
* To be responsible for managing the Creative Designers within the department and provide guidance and support to foster their professional development
* To share work in progress and present finished work to internal and external clients incorporating and acting on feedback to be fed back to team
* To seek freelance talent and agency support to bring specialist skills to projects, where needed
* To track / oversee the tracking of all budgets through the department including the requesting of and tracking of PO numbers for all design related expenditure