

## SENIOR TEAM LEAD

## PRIMARY FUNCTION:

The Senior Team Lead is responsible for the overall management of the successful delivery of Interior Design projects as well as management of their team. This person is passionate about their work, highly organised and has strong leadership qualities. The Senior Team Lead is an ambassador of the II BY IV DESIGN brand and has excellent presentation skills. They are dedicated, committed to their craft and believe in mentoring and coaching others. This Senior Team lead has a positive attitude and their innovative approach to design inspires their team. This position reports to the Design Manager and Partners.

## EXPERIENCE:

- Minimum of 10 years' experience primarily in hospitality and multi-unit residential with some experience in retail design
- Must have solid experience overseeing and managing multiple complex projects at one time.
- Must have extensive experience managing and leading a team of junior, intermediate, and senior designers as well as CAD and Revit Technologists.

## MAJOR RESPONSIBILITIES &amp; TASKS

This position's responsibilities include but are not limited to the following items:

## CONCEPT DESIGN &amp; DEVELOPMENT:

- Takes an innovative approach to each project in order to create unique designs
- Oversees and manages the development of the overall concept (vision, FF & E)
- Presents the design concept to the client, is able to sell the creative vision
- Oversees and/or reviews block and space planning process, ensuring all scope elements have been incorporated
- Ensures that the concept, as approved by the client, has been translated into the working drawings and design integrity is upheld
- Communicates with client any issues or inconsistencies that arise from the development process

## WORKING DRAWINGS:

- Oversees and manages the development of working drawings & specification package
- Reviews all drawings (plans, elevations, details) to ensure they meet building code and best practices for construction
- Ensures all drawing packages are BCIN compliant, where applicable

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**TENDERING & CONSTRUCTION:**

- Oversees and manages the tendering process and drawing distribution for contractors
- Reviews contract documentation
- Fields questions from contractors, consultants, and client
- Conducts site walkthroughs where appropriate
- Oversees and manages Supplementary instructions as required
- Oversees and manages and creates Addenda as required
- Oversees and manages deficiencies to completion

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**PROJECT MANAGEMENT:**

- Oversees and manages multiple projects and lead a team of senior, intermediate, and junior designers; delegating & assigning tasks as necessary, for selected projects and providing feedback on design process to designers
- Meets with clients to understand the scope of each project and to discuss: client needs and wants, type of business operation and timeframes
- Oversees and/or reviews client needs assessment
- Prepares and works with Design Manager on preparation of ID project schedule
- Works with Design Manager to review scope of work and project plan
- Prepares quarterly Gantt charts to forecast current projects in the pipeline
- Set up new project folders and ensures all project files are created and filed as per company standards
- Consults with client through each phase of the project and directly addresses issues as they arise
- Reviews project hours regularly to ensure project budget is on track, taking corrective measures in scope, timing as needed
- Regularly reviews and communicates the status of project with internal team and management
- Conducts a post-mortem on each project with team, present lessons learned
- Follow up on all meetings and ensure that meeting minutes are sent out to the client within 24hrs
- Gets sign off forms signed at the end of each Phase before proceeding to the next Phase
- Monitors the contract to ensure that there is no scope creep and if there is alerting the Client that there are extras being incurred

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**TEAM MANAGEMENT & PROFESSIONALISM:**

- Must have strong interpersonal and leadership skills with the ability to delegate work to senior, intermediate and junior designers and CAD/Revit Technologists to ensure the successful completion of projects on time and on budget
- Must have a strong technical interior design understanding and experience in reviewing interior design documents
- Is an expert on construction and building code elements and compliance and educates intermediate and junior designers
- Must be able to communicate effectively and professionally with clients as well as within the company, always providing a high level of customer service

- Must be able to maintain the highest level of confidentiality, handling sensitive information concerning both the company and its clients
- Must be adept at multi-tasking, with exceptional organizational skills

### PERFORMANCE & FEEDBACK:

- Conducts yearly performance reviews and provides constructive feedback to each team member
- Works with team members to design valuable goals that manifest success and continue to mentor and guide them towards achieving them
- Conducts frequent check-ins to ensure team members are progressing towards their goals

### VALUES & CORE LEADERSHIP SKILLS & BEHAVIOURS

- Continuously oversees and mentors all staff, including Junior, Intermediate Designers and Senior designer and CAD/Revit Technologists
- Consistently operates as a role model for appropriate and professional behavior
- Works collaboratively with the II BY IV DESIGN Team to live the company values in a manner that generates excitement, enthusiasm, alignment and commitment to action consistent with the external brand identity.
- Shares insights and learning
- Takes on challenging conversations as required
- Highly inclusive and welcoming taking on actions that support and help develop the culture
- Fosters a culture that promotes ethical practices, passion and encourages individual integrity, accountability and responsibility.
- Maintains a clean and organized working environment

### QUALIFICATIONS

#### BASIC QUALIFICATIONS:

- B.A.A. - Bachelor of Applied Arts in Interior Design from a recognized University or College
- Minimum of 10 years of significant design success with large complex projects or any equivalent combination of education, training, and experience
- NCIDQ - National Council of Interior Design Qualification a definite asset
- BCIN is preferred
- Excellent Knowledge of Building Code regulations is essential

#### TECHNICAL SKILLS:

- AutoCAD, XREF (plans, elevations, architectural and millwork details)
- Working knowledge in Revit an asset
- Strong Microsoft Office Skills (Excel, Word, PowerPoint)
- MS Project or other Project Management software considered a must
- Adobe Suite programs (Photoshop, InDesign) and SketchUp an asset
- Bluebeam Revu is essential

### PREFERRED:

- Active Member of ARIDO – Association of Registered Interior Designers of Ontario
- LEED Certified

### CONFIDENTIALITY

Both during employment and after, employees of the firm will not disclose confidential and proprietary information learned during the course of their employment unless disclosure is required by law. Please refer to the Employment Contract and the Employee Handbook for further clarification