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## Plan A Consultants Ltd.

### Design Manager Job Advertisement

Who we are:

Plan A Consultants SA Pty Ltd is an award-winning independent Design Management consultancy employed by some of the world's top Architects.

At Plan A Consultants, we believe Design Management is the definition and management of the complex design processes for Architects to deliver successful projects worldwide. We have been and are employed by some of the world's most respected Architects, including:

Heatherwick Studio | Populous | Zaha Hadid Architects | Foster & Partners | Stanton Williams | Grafton Architects | Henning Larsen | Aedas | HOK | Mecanoo | Grimshaw | White Arkitekter | Snøhetta | HKS | BIG | Metropolitan Workshop | L-A-V-A

We support architects to lead international architectural projects, including museums, sports stadiums, resorts, and masterplans. Our design managers coordinate and strategise processes and procedures to help manage complex design teams in partnership with our clients. We build an environment and team culture to encourage the project team to work together efficiently and effectively.

We are not designers, we are not developing IT software and we are not involved in the construction phase of projects. We are specialists who support Architects to deliver high-quality and complex projects.

#### The role:

The Plan A Team is growing fast, and we are looking for dynamic, energised and proactive Design Managers to join our new office in Cape Town. We are a friendly team, focused on knowledge sharing, learning, development and approachability. We are hands-on and like to go above and beyond to help deliver amazing design stages. This position will be full-time Monday to Friday and provides support to architectural practices to deliver a design management service across one or a series of projects. Reporting to the Senior Design Manager, you will be responsible for project delivery, supporting with project set-up and QA activities and portraying Plan A Consultants externally in a positive manner.

#### Duties and Responsibilities:

- Carry out design management activities, which include;
  - Supporting the Architect in the administration of the project
  - Support with progress reporting including dashboards and weekly reports
  - Provide high quality of service and receive positive feedback from the Client
- Arranging and chairing meetings, preparing agendas and writing minutes
- Preparation of documentation and consultancy services supporting architects on design competitions
  - Issue accurate, correct and quality documentation
- Design programme / route map preparation and monitoring
- Client, Project Manager and Design Team liaison
- Design management documentation including excel tracking spreadsheets, execution plans and Request For Information schedules

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The logo for Plan A, featuring the word "Plan" in a standard sans-serif font followed by a large, stylized letter "A" that has a horizontal bar extending to the left, underlining the word "Plan".

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- Team organisation and coordination
  - Monitoring end of stage reports and closing out issues
  - Ability to manage and multi-task workload priorities
  - Being an ambassador for Plan A externally

**Who you are:**

We're looking for professionals with good communication skills, who can manage competing priorities. You'll ideally have a post-secondary qualification, preferably in architecture, or some experience in architecture or design. However, please note this is a non-design role.

You should be able to use Microsoft Word and Excel. For the role we'll ask you to learn Visio and MS Project. We do not use CAD packages.

You will be keen to learn, proactive, considerate, tactful and a relationship builder. If you have a positive attitude, are a reliable team player, and have good attention to detail, we'd like to hear from you.

**What we offer:**

- Competitive salary and annual leave allowance
- Opportunity to work with some of the world's best architects on high-profile international design projects
- Fun and close-knit team environment
- Opportunities for learning, development and career advancement
- We are a small, young and diverse company that values its employees!

If you think this role is right for you, we would love to hear from you. Please email your cover letter (explaining why you want to work for Plan A Consultants) and CV to [nataliejones@planaconsultants.com](mailto:nataliejones@planaconsultants.com) using reference DM-SA in the subject box.