

Ministry

Infrastructure

Describe: Basic Job Details

Position Name

Senior Interior Standards Development Designer

Class

Program Services 4

Job Focus

Corporate Services

Supervisory Level

00 - No Supervision

Organizational Structure

Division, Branch/Unit

SIO, Tech Svces & Proc./Bldg Design & Spatial Tech

Supervisor's Position Name (30 characters)

Manager, Interior Design

## Job Purpose and Organizational Context

Why the job exists:

This position is responsible for the development and maintenance of government-wide standards, guidelines and procedures as they relate to interior space, finishes, furniture and equipment for general-purpose office space and specialty spaces. The position functions in an expert consultative role to ensure that project scope, time, cost, quality, performance requirements and that applicable departmental specifications, procurement policies, practices and standards are adhered to.

This role is critical for the exploration and implementation of the initiatives regarding space, interior fixtures and finishes, and the shift from traditional cellular working environments to alternative work and high performance environments.

## Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. Develops and maintains standards, guidelines and procedures as they relate to interior space, finishes, furniture and equipment. These are used on all government funded projects.

- The Technical Design Requirements (TDR) document and supplemental design guides provide standards and guidelines to all consultants who provide design work to the Government of Alberta (GoA). It outlines the consultant agreement, all phases of design documentation, Alberta Infrastructure design criteria, and Alberta Infrastructure construction details.

- Develops new specifications and standards.
- Incorporate LEED-CI and sustainability into standards.
- Explore and implement open, collaborative, alternative interior environments.

2. Research and Development

- Liaises with manufacturers and product representatives to maintain a current working knowledge of products available and new developments in technology. This includes product research and assessment for specific project issues.
- Investigates new products and technologies that may improve the function of interior spaces.
- Researches products and methodologies that may enhance interior environments in the GoA.
- Investigates areas where piloting new products and technologies could benefit government facilities.
- Investigate incorporating LEED-CI in tenant improvement projects.

3. Provides Technical Support

- Reviews project programs, design reports, specifications and designs in accordance with government procedures, guidelines and standards to ensure that scope, cost, quality and performance requirements are appropriately addressed on general-purpose office space, healthcare centres, continuing care facilities, capital projects and special space.
- Liaise with cost managers, specification writers and other technical resource personnel to enhance the information given to clients requiring expert advice on various interior issues.
- Provides reviews and consultative services to other areas within the department and other government departments.
- Ensures that procurement processes are consistent with current GoA practices.
- Explains and interprets interior design issues using the government standards as well as the Alberta Building Code and Barrier-Free standards.

4. Provides Interior Design Services

- Independently or as part of a project team, communicates with project managers, consultants, clients and external resources regarding the delivery of interior design services.
- Collaborates with Departmental Project Managers.
- Provides project management services on projects that contain a high interior design finish component.
- Meets with stakeholders, prepares project specifications, tenders and recommends the acquisition of products and/or services.

## Problem Solving

Typical problems solved:

The position is responsible for developing and maintaining standards, guidelines, programs and procedures as they relate to interior space, finishes, furniture and equipment. The content and quality of these has an impact on the success of the department's projects and programs in terms of meeting the user's needs while maintaining a balance between functionality, economics and aesthetics.

- 1) Must ensure that the information in the Interior's section of the Technical Design Requirements document and all supplemental guideline documents is accurate and up to date. This document provides guidance to consultants providing design work to the Government.
    - Liaises with design community, manufacturers and product representatives to maintain a current working knowledge of design trends, products trends and new developments in technology.
  - 2) Recognized as an expert in the field of interior design.
    - Provides technical content to the Alberta Infrastructure Master Specifications and Technical Design Requirements for Alberta Infrastructure Facilities.
    - Reviews projects throughout their development to confirm that GoA design guidelines, requirements and standards have been adhered to.
    - Provides technical information on interiors related issues to project managers and consultants.
    - Reviews the appropriateness of finishes selected on projects for long term serviceability and provides alternate choices and solutions.
    - Reviews progress drawings to ensure issues have been addressed according to functional requirements and the Alberta Building Code requirements.
    - Provides information to consultants on designing interior spaces for persons with special needs.
- Failure to specify appropriate materials, finishes and combinations of these will cause stress to the facilities' patients and staff and result in additional dollars being spent to correct the situation.
- Provides direction on LEED-CI and sustainability in relation to interior environments.

Types of guidance available for problem solving:

In most cases, the position works within the guidelines and standards which guide the quality and scheduling of activities. For complex assignments, consultation with manager, external and internal stakeholders is conducted to ensure that the required information is being understood and collected for the relevant user groups.

Direct or indirect impacts of decisions:

This position has an impact on all facilities that are owned or supported by the Government of Alberta in that it is responsible in developing standards that are utilized in the interior design field. The work has a broad impact on the consulting and contracting industries through the maintenance and the adherence to design standards and master specifications which must be followed and by providing ongoing expertise and guidance to stakeholders involved in designing interior environments. Standards development and recommendations made by this position have an impact on the current and future maintenance costs, suitability, sustainability and function for interior environments.

## Key Relationships

Major stakeholders and purpose of interactions:

External Consultants - to provide recommendations and evaluate project progress and quality.  
Project Managers and Facility Managers - to provide advice, options, samples and interpretation of standards.  
Government Officials - develop standards to ensure spatial needs are met.  
Vendors and Manufacturers - to receive valuable updates and presentations on new product, specifications and technologies for the development of current and new standards.  
Technical Services - to participate in the development and updating of current Technical Design Requirements and provide expert interior design advice on projects.

## Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)			

If other, specify:

See below.

Job-specific experience, technical competencies, certification and/or training:

Requires a Bachelor's Degree in Interior Design plus a minimum of five years of experience in interior design work and project management or a Diploma in Interior Design plus a minimum of seven years of experience in interior design work and project management.

Expert knowledge of interior design concepts and practices, comprehensive knowledge of the use, costs and trends of building and finishing materials, fabrics and furniture for various types of building uses - acute care, continuing care and community healthcare, office space, schools, etc..

Must be a member of the IDA (or be eligible for membership).

Requires current knowledge of applicable acts, Alberta Building Code and regulations as they pertain to interior standards, specifications and procurement.

Excellent communication, organizational and leadership skills are required.

Computer skills include: Word, Excel, PowerPoint, Outlook and 1GX. A working knowledge of AutoCAD/ Revit is required.

## Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> <li>• Seeks insight on implications of different options</li> <li>• Analyzes long-term outcomes, focus on goals and values</li> <li>• Identifies unintended consequences</li> </ul>	<p>This position performs complex tasks in developing various GoA standards and guidelines. Reviews construction documents at various phases and provides guidance to consultants based on subject matter expertise. Meets with product manufacturers and vendor to ensure that the information used to develop standards is most current and relevant.</p>
Drive for Results	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> <li>• Plans based on past experience</li> <li>• Holds self and others responsible for results</li> <li>• Partners with groups to achieve outcomes</li> <li>• Aims to exceed</li> </ul>	<p>This position consults with both internal and external stakeholders regarding best practices in interior design to ensure best product outcomes for Albertans.</p>

		expectations	
Develop Networks	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works on maintaining close relations with all stakeholders:</p> <ul style="list-style-type: none"> <li>• Identifies key stakeholder relationships</li> <li>• Has contact with range of interested parties</li> <li>• Actively incorporates needs of a broader group</li> <li>• Influences others through communication techniques</li> </ul>	<p>This position benefits from relationships with both internal and external stakeholders. Liaising with vendors and manufacturers to ensure product knowledge is current. Working closely with project teams to provide consulting services and advice. Utilizes technical writing skills to provide design insight in projects and standards development.</p>
Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> <li>• Takes opportunities to improve work processes</li> <li>• Anticipates and adjusts behaviour to change</li> <li>• Remains optimistic, calm and composed in stressful situations</li> <li>• Seeks advice and support to change appropriately</li> <li>• Works creatively within guidelines</li> </ul>	<p>This position is responsible for providing input in design guidelines and standards for interior environments. Provides creative solutions to complex issues.</p>