



Paul Smith

Information Pack for Applicants

**For the post of Temporary Assistant Interior Designer
(Maternity Cover).**



Job Description:

JOB TITLE: Temporary Assistant Interior Designer (Maternity Cover)

POSITION HELD BY:

REPORT TO: Property Manager & Senior Interior Designer

DEPARTMENT: Central Shop Design

1. JOB SUMMARY

To work as part of a team of In house Shop Designers, on all shop design projects, in respect of design and installation of new shops and updates to existing shop fits.

2. SPECIFIC RESPONSIBILITIES

- 2.1** To assist with the design of the shops, as part of the Shop Design Team. Producing sample boards for new projects and working closely with managers in the company ensuring the designs meet commercial and aesthetic requirements.
- 2.2** To attend meetings involving Shop Designers and other relevant staff in order to complete minutes and follow through all the decisions made in order to monitor the progress of each project.
- 2.3** To assist with the design of minor changes to, and refurbishments of, existing shops and to progress these changes or refurbishments through to completion, including briefing the manufacturers and supervising installation and resolution of any problems following completion.
- 2.4** To assist with the design of new in-store units, working closely with manufacturers to ensure specifications and quality requirements are met and delivery and installation is achieved within the specified timescale.
- 2.5** To act as a reference on all shop fit and shop design projects in hand.
- 2.6** Maintain a library of relevant samples of materials.
- 2.7** To keep abreast of trends, new materials and ideas.
- 2.8** Assistant with any 'one off' projects nationally and internationally.
- 2.9** Any other related duties, not specified above, as outlined by your Line Manager.



Person Specification:

Job title: Temporary Assistant Interior Designer (Maternity Cover)

Department: Central Shop Design

	ESSENTIAL	DESIRABLE
Attainments / Education Level / Qualifications	Architecture Degree (Part 1) or Interior Architecture / Design or equivalent. Advanced computer literacy skills including Vectorworks.	Adobe software Form Z software
Experience	Experienced at very stage of the design process from concept to completion. Competent at producing excellent accurate & detailed drawings. Previous experience in retail design. Able to work effectively with manufacturers. Experience of working with business partners in disparate locations. Proven project management experience.	Previous experience in retail design with an exclusive brand. Able to speak Japanese.
Intelligence / Aptitudes	Ability to visualise design concepts and explain these to others. Ability to think creatively .Excellent communication skills, written and spoken. Excellent eye for design including colour and good 3D awareness. Excellent planning, prioritisation & organisational skills to time-bound deadlines. Can handle multiple design projects. Numerate. Excellent problem solving skills.	
Interests	Passion for Interior Design, Architecture. Strong interest in furniture, fittings and equipment.	Interest in fashion.
Disposition / Personality / Motivation	Able to work on own initiative Highly self motivated. Team member. Ability to deal with people at all levels and build effective internal and external working relationships. Creative. Flexible & adaptable. Inquisitive. Calm & co-operative. Able to take instruction.	



Appearance / Physical Characteristics	Well presented.	
Circumstances	Flexible over working hours. Able to travel in U.K. and internationally. Able to work on a temporary basis.	Available immediately.





Guidance Notes for Applicants:

These notes are intended to guide you through Paul Smith Ltd's Recruitment & Selection procedure and help you participate in the selection process as effectively as possible. Please read these notes carefully before sending your covering letter and CV.

Job Description & Person Specification:

Enclosed in this pack you will find a Job Description and Person Specification that outline the purpose, the main duties and responsibilities of the job as well as the knowledge, skills and experience that we are looking for.

It is essential that you read the Person Specification thoroughly before forwarding your covering letter and CV so that you are able to assess and outline how your experience fits with the requirements for the post.

Covering Letter and CV:

The first stage of the Recruitment & Selection procedure is for you to forward your covering letter and CV. This allows us to shortlist applicants for interview and provides a basis for the interview itself. To ensure fairness to all applicants, any decision during the initial sift is based solely on the information that you include in your covering letter and CV.

Post Applied for:

Please ensure the correct job title and reference number from the advert is on your covering letter and CV.

Eligibility to Work in the UK:

Please ensure that you give details of any restrictions that you have to work in the EU. If you are selected for interview you will be asked to provide us with proof of your eligibility to work in the UK. Under the Asylum & Immigration Act we are required as an employer to check that anyone taking up employment with us has the legal right to work in the UK.

Education & Training:

Please give details of your educational career including any qualifications that you have obtained and any further awards that you feel would help with your application. If you are selected for interview you will be required to bring with you your original certificates from your major qualifications to be copied.

Pre-employment Medical Questionnaire:

All prospective new employees are asked to complete a pre-employment medical questionnaire to ensure that the requirements of the job will not put an employee's health at risk and that the prospective employee is physically able to undertake the duties required. Disclosure of any illness\ disability will not automatically disqualify you from obtaining employment with Paul Smith Ltd. If you are selected for interview you will be required to bring your completed pre-employment medical questionnaire with you to the interview.



Employment:

Please give details of all your previous employment, beginning with your most current \ recent post. If you are successful after interview we will require 2 satisfactory references, one of which must be from your last employer. Your referees will not be contacted without your consent.

Additional Information:

This is your opportunity in your covering letter to give us information about why you have applied for this post; including experience that you feel is relevant to the main tasks and essential criteria, as outlined in the Job Description and Person Specification.

Declaration:

It is essential that you sign and date your covering letter and CV. Successful candidates may be disqualified later if any information given in the covering letter or CV is found to be false.

Short Listing:

Short listing prior to interview will take place as soon as possible after the closing date for applications and will be carried out by at least 2 people. Short listing will be based on how closely candidates have demonstrated they fit the criteria, as set out in the Job Description and Person Specification.

Interview:

Short listed candidates will be contacted by telephone or email and given details of the interview date, time, location and any special requirement. You will also receive a letter regarding the interview by post. If you are able to attend the interview you must confirm with the HR department that you wish to do so, either by telephone, email or letter.

The interview process may vary from post to post, any activities such as tests or presentations that we require you to undertake as part of the selection process will be outlined in your invitation to interview letter.





Offer of Employment:

All offers of employment are conditional on 2 satisfactory references, medical and health clearance.

Data Protection:

Information that you provide for the purpose of your application will be used as part of the Recruitment & Selection process. Any data supplied will be held securely and access restricted to those involved in dealing with your application and the Recruitment & Selection process.

Once this process is completed, the data relating to unsuccessful applicants will be stored for a maximum for 6 months and then destroyed. If you are the successful candidate, your application will be retained and form the basis of your HR record.

All processing of personal data by Paul Smith Ltd is undertaken in accordance with the principles of the Data Protection Act, 1998.

Please return applications to the HR department before 12 noon on the closing date. We are unable to accept applications received after this time, except in extenuating circumstances.





Additional Information:

Employee Benefits:

Salary:

The agreed starting salary for this post will be discussed at the interview stage.

Pension:

After 3 months service employees are eligible to join the Company's Stakeholder Scheme. Details are provided on this by the HR department.

Hours of Work:

This post is based on a 5 day week of 37.5 hours.

Monday to Friday inclusive:

Start time: from 8.00am up to 10.00am

Finish time: from 4.00pm up to 6.00pm

Core time is: 10.00am – 4.00pm

Flexi-time is available as above, with half an hour, minimum for lunch each day (1 hour maximum).

Contractual hours must be fulfilled each week.

Annual Leave:

Your annual leave entitlement is 28 days, inclusive of Bank Holidays. The annual leave year commences on January 1st and new staff receive their annual leave allowance on joining the Company. Holiday entitlement for part time staff is calculated on a pro-rata basis.

Discount:

Employees are eligible for a discretionary discount on PSL goods.

