JOB TITLE/ *Chức danh*: **DESIGN DIRECTOR**	Division/ *Khối:*
This Position Reports to *Báo cáo cho:* • Board of Directors • HN Board of Management	**Positions Reporting to this Position** *Nhận báo cáo từ:* •

Summary of Duties/ *Tóm tắt nhiệm vụ*

- The Design Director is responsible for leading the design vision, ensuring design quality, and delivering architectural excellence across assigned projects. This role serves as the senior design authority, providing strategic direction, design review, and mentorship to architectural team, while collaborating closely with Project Directors, Project Managers, BIM Managers, and multidisciplinary consultants. This position ensures that all design outputs meet client expectations, regulatory requirements, and company's design standards.

General Scope/ *Phạm vi trách nhiệm*

Job Descriptions/ *Mô tả công việc*

1. <u>Design Leadership</u>
- Define and articulate the overall design vision and concept direction for Architectural design projects;
- Ensure design quality and consistency across all project stages, from concept to construction documentation;
- Champion architectural excellence and innovation while aligning with Client objectives and the company standards;
- Ensure seamless integration of Architectural design with BIM workflows, engineering inputs, and consultant deliverables;
- Oversee coordination between multidisciplinary teams to resolve design conflicts and maintain design integrity;
- Drive initiatives to improve internal design processes and workflows;
- Implement best practices for design documentation, review protocols, and quality assurance.
2. <u>Client & Stakeholder Engagement</u>
- Act as the senior design representative in client meetings, presentations, workshops, and industry events;
- Respond promptly to Client feedback and provide authoritative design decisions to maintain project momentum;
- Build and maintain strong Client relationships to reinforce trust and confidence in the company 's design capacity.
3. <u>Strategic Oversight</u>
- Provide high-level design review and approval at key project milestones;
- Ensure compliance with international design standards, local regulations, and project-specific requirements;
- Collaborate with Project Directors and Managers to integrate design intent with project delivery strategies.
4. <u>Team Development</u>
- Mentor and coach senior architects and design leads to enhance technical and creative skills;
- Foster a culture of collaboration, knowledge sharing, and continuous improvement within the design team;
- Support succession planning by identifying and developing future design leaders.
5. <u>Business Development Support</u>
- Drive project pitching and acquisition in collaboration with Business Development;
- Represent the company in industry forums, conferences, and networking events to enhance brand visibility.

Essential Qualifications/ *Trình độ chuyên môn*	**Essential Attributes (Knowledge/skills requirements)/** *Những yêu cầu cơ bản (Kiến thức/kỹ năng yêu cầu)*
- Bachelor's Degree and/or above in Architecture from an accredited university; - Professional Registration in Architectural Design is a must; - Recognized certification of Green Building / PMP / BIM is an advantage; - Minimum 15 years of professional experience in Architectural design, with at least 5 years in a senior design leadership role (Design Director, Design Lead, or equivalent);	➢ **Knowledge:** - Proven track record in leading large-scale, complex projects across multiple sectors (e.g. healthcare, aviation, mixed-use, civic, etc.); - Demonstrated experience in client engagements, business development, and design-led project delivery. ➢ **Technical Competencies** - Strong expertise in Architectural design leadership and concept development; - Solid knowledge of design management processes from Concept Design through to Design Development stages; - Good understanding of international design standards and local regulatory requirements; - Experience working within BIM-enabled design environments; - Ability to review and assess design proposals, drawings, and presentations critically. ➢ **Functional Competencies** - Strong leadership and decision-making capability; - Excellent client-facing and communication skills; - Ability to work effectively across multiple offices and diverse cultures; - Strong coordination and collaboration skills among multidisciplinary teams; - Mentoring mindset with the ability to develop and uplift design teams. ➢ **Language Proficiency:** - English: Native / Bilingual; - Additional languages: Fluency in other languages is an advantage.

Approval/ *Phê duyệt*

Accepted by/*Chấp nhận*

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Date/*Ngày:*

BENEFIT/ *Lương, thưởng, đãi ngộ***:** • Salary: open to discuss	**WORK PLACE/** *Địa điểm làm việc:* • Ha Noi. • Working time: 8:00 -17:00, Monday- Friday (42.5h/week)
Level • Level:	**Industry/** *Ngành nghề***:** • Architectural and engineering design consultancy services
Team size •	**Language/** *Ngôn ngữ***:** • English: Native / Bilingual;

Ghi chú cho người giới thiệu

• Nationality: Expat