CARNIVAL UK

Job Description

Job Title :	FF&E Design Coordinator, Hotel Design & Projects
Department :	Product & Commercial Services
Reporting to (Job Title) :	Director, Hotel Design & Projects
No of Direct Reports :	0
Budget Responsibility (direct) :	£
Revenue Responsibility (direct) :	£
Date of issue:	August 2017
Issued by (name):	Alison Clixby

Overall Purpose of Role:

This role works closely with the hotel design director to provide furnishings expertise primarily for refurbishment and fleet standardisation projects for Carnival UK brands Cunard and P&O Cruises.

The role will be responsible for working with external design partners and internal stakeholders to ensure brand consistency, quality and suitability of interior design, materials, FF&E and OS&E integration. The role will also provide in-house furnishing design services for small scale refurbishment and in-service projects.

The role will assist in the development of, and will be responsible for compiling and updating new hotel design brand guidelines and interior design standards, ensuring Carnival UK brand requirements are clearly understood and translated into comprehensive reference documents. It will also include maintaining a furnishings library and liaising with suppliers to develop custom products.

CARNIVAL UK

Reporting to the Director of Hotel Design & Projects, the role will work closely with the brand marketing and operational teams of P&O Cruises and Cunard; the Maritime department who oversee and deliver refurbishment projects; and the hotel procurement team who purchase FF&E and OS&E.

Main Activities and Responsibilities

Strategic:

Overall
Works with hotel design director and CUK brand teams to document new hotel design brand guidelines and hotel interior design standards.

Hotel design brand guidelines & standards.
Responsible for compiling information from a variety of sources and producing new brand interior design guidelines documents that describe the look and feel of guest and crew spaces onboard.

Responsible for compiling information from a variety of sources and producing new interior design standards documents describing design requirements, space utilisation, access and flow principles, quality, maintenance, safety, functional and operational requirements, furniture and furnishings standard detailing principles, etc.

Projects:

Hotel environment condition improvement program
Contributes to on-going development of existing condition standards.

Refurbishment projects
Works alongside internal stakeholders to review and approve FF&E design documentation prepared by external interior architects. Responsible for detailed review, evaluation and comment of materials, lighting and FF&E specifications to ensure they comply with CUK standards, brand, product and operations requirements and refurbishment capital and operational budgets.

Responsible for internal and external updates and checks to FF&E specifications including version control.

Responsible for checking and approving contractor workshop drawings, material samples and furnishings samples including fixed and loose furniture production samples. Responsible for compliance to meet CUK and maritime regulations, standards and guidelines.

Under guidance of hotel design director, provides in-house design solutions, material and FF&E specifications where work scope is not outsourced (smaller scale refit and in-service projects).

Attends meetings, ship and mock-up inspections and dry-dock outfitting build period as required to support the refurbishment process and schedule, with a strong focus on quality control.

New-build projects

CARNIVAL UK

This role may be required to provide interior FF&E design advice and design compliance support to internal teams and external consultants. The work would include the following if required:
Review and contribute to specification of products and materials, supporting the new-build team as necessary.

Work alongside internal stakeholders and new-build project team to review and approve furnishings material and samples prepared by external consultants or shipyards according to the shipbuilding schedule. Responsible for detailed review, evaluation and comment of architectural & FF&E materials, decorative lighting and furniture and furnishings specifications to ensure they comply with brand and operational requirements and contractual build specifications.

Attend new-build meetings, mock-up inspections and site visits as required to support the new-build process and schedule in relation to FF&E.

Compile learning and developments from new-build projects and incorporates into hotel interior design standards and brand guidelines documentation.

Process:
Assists the hotel design director to plan activities and design deliverable timescales, manage risks and change orders and track progress against project milestones.

Delivers orderly documentation of FF&E specifications, control books, materials boards, etc. for immediate use and future archiving.

Maintains and organises furnishings and samples library, prepare updates to be added (by others) to the fleet furnishings database and reviews new product ranges with suppliers to ensure the department keeps abreast of relevant industry developments.

Ensures that designs develop within budget and that they achieve the required quality standards and are fit for purpose. Ensures that designs adhere to agreed design guidelines and standards.

Works with supply chain team and suppliers to ensure that specifications are met and that full value is obtained.

Keeps abreast of relevant regulatory requirements.

Procurement:
Contributes to the development of the hotel design procurement strategy for the interior design and owners supply items. Works within the overall project procurement framework to ensure consistency of process and quality across projects.

Reviews specifications for hotel design owners supply items and ensures that these are developed in line with procurement programmes. Works closely with supply chain and procurement team to arrange inspections and agree delivery timescales.

Cross-functional Working:
Common Objectives. Works with other functions to adhere to new hotel design brand guidelines and interior design standards

CARNIVAL UK

Collaboration. Establishes a collaborative working relationship with other functions to ensure proper integration of interior design and furnishing features into the overall ship design.

"One team". Develops a "one team" culture with hotel design team members working closely and supportively with all other functions to meet Carnival objectives.

Service. Ensures the hotel design team provides the highest levels of service to all stakeholders and customers both internally and externally.

General Responsibilities:
General. Undertakes ad hoc duties as required within area of responsibility.

Corporate Policy. Adheres to Corporate Policies and Procedures, including Code of Conduct, Audit Procedures and any control related responsibility for financial data entered, stored, or reported via business systems within employee's control (list not exhaustive).

HESS Responsibilities

- Lead by example by taking care of the health and safety of yourself and others
- Report all accidents, 'near miss' incidents and work related ill health conditions to your manager/supervisor/team leader
- Follow safety rules and procedures
- Use work equipment, personal protective equipment, substances, and safety devices correctly
- Take part in safety training & risk assessments and suggest ways of reducing risks
- Actively promote safe working within your team and encourage safe behaviours
- Demonstrate safety leadership in accordance with our Elev8 safety behaviours

Other Features of Job (travel, hours of work, working conditions etc):

- Working additional hours or weekends as necessary
- Job will require planned travel abroad, onboard ship and to site or factory visits, occasionally at short notice.

Location: Carnival House, Southampton

Person Specification

Education, Qualifications and Training
Essential:

- Degree or equivalent relevant experience

Experience

Essential:

- Design or Arts based degree and relevant industry work experience
- Experience specifying FF&E for marine/maritime design projects

- Experience in producing fully detailed materials specifications and FF&E specifications that comply with maritime regulations
- Experience in coordinating FF&E & OS&E within architectural interior design schemes
- Experience in compliance with architectural and brand interior design standards and regulations
- Experience working collaboratively with wide range of business functions
- Experience designing to budget
- Experience in presenting and communicating design concepts at an executive management level

Desirable:

- Experience using AutoCAD or similar

Work Based Competencies

Essential:

- Ability to interpret and translate a brand or business brief into a creative and appropriate design (FF&E) response
- Ability to provide creative and imaginative design input
- Detail and accuracy orientated with ability to write precise design reports and specifications
- Ability to organise and control project documentation
- Ability to understand and work through project requirements and constraints to deliver well considered design responses
- Ability to anticipate issues and resolve problems in a timely and effective manner
- Ability to provide clear design intent and direction on site during construction and refurbishment projects
- Ability to prioritise work and adapt pace of work to business demands
- Ability to respect given deadlines
- Good level of IT skills, particularly MS Word, Excel (including use of formulas and tables), Power Point
- Good knowledge of maritime materials and furnishings rules and regulations
- Excellent written and verbal English communication skills

Behavioural Competencies

Essential:

- Strong attention to detail
- Customer and brand focused
- Organised

CARNIVAL UK

- Clear and concise
- Open and collaborative
- Strong verbal communication skills
- Excellent interpersonal skills
- An ability to establish and manage priorities in a complex multi-disciplined environment
- Able to manage a demanding workload and work under pressure unsupervised
- Able to communicate and influence effectively and with confidence with different levels of management and with difference organisations and cultures
- Strong team player
- Highly motivated and self driving with a flexible attitude and approach to work
- Commercially aware
- Willingness to work anti-social hours if necessary
- Confident to travel independently