

SKILLS FRAMEWORK FOR DESIGN SKILLS MAP – DESIGN PRODUCTION MANAGER				
<b>Sector</b>	Design			
<b>Track</b>	Business			
<b>Sub-track</b>	Design Production			
<b>Occupation</b>	Production, Product and Project Management Professional			
<b>Job Role</b>	<b>Design Production Manager</b>			
<b>Job Role Description</b>	The Design Production Manager is accountable for managing design production projects. He/She supervises project partners, teams and other relevant stakeholders during the development of design prototypes and recommends adjustments to enhance the design of production prototypes. He builds business relationships with stakeholders to determine design project needs, and works to mitigate design production risks for stakeholders. As the team lead, he sets goals and directions for the staff under his charge.			
	The Design Production Manager possesses strong legal and compliance knowledge for guiding project teams to meet the design needs of each product. He may work long hours to execute projects, which includes extensive collaboration with stakeholders, reviewing work done, and providing guidance to the team. He has excellent time management skills and is able to prioritise tasks. He also oversees quality assurance processes in order to ensure maximum functionality of the product. He keeps abreast of the latest developments in the design industry, and understands how the industry is evolving creatively and technically.			
<b>Critical Work Functions and Key Tasks</b>	<b>Critical Work Functions</b>		<b>Key Tasks</b>	<b>Performance Expectations (For legislated / regulated occupations)</b>
	Administer design production projects		Ascertain the needs of project partners and project team members in collaboration with relevant stakeholders	
			Communicate updates and project status to stakeholders	
			Recommend changes to design production specifications and contracts when discrepancies in products arise	
			Supervise project partners, teams and other stakeholders during prototype design	
			Finalise production specifications with accurate and complete documentation	
	Maintain design production quality		Confirm protocols, data formats, templates and standards for design prototypes between relevant project stakeholders	
			Provide stakeholders with information for design production review	
			Analyse prototypes to identify further adjustments to production	
		Assess design production risks for stakeholders		
		Implement editing and design decisions to enhance the quality of design production prototypes		
Influence organisational development		Provide feedback to direct reports and junior team members		
		Provide on-the-job training to direct reports and junior team members		
<b>Skills &amp; Competencies</b>	<b>Technical Skills and Competencies</b>		<b>Generic Skills and Competencies (Top 5)</b>	
	Aesthetic and Design Sensibility	Level 3	Leadership	Advanced
	Business Negotiation	Level 3	Communication	Advanced
	Business Risk Management	Level 4	Decision Making	Advanced
	Conceptual Thinking	Level 3	Managing Diversity	Advanced
	Contract Development and Management	Level 4	Interpersonal Skills	Advanced
	Critical Thinking	Level 4		
	Data Analysis and Interpretation	Level 3		
	Design Creation and Development	Level 4		
	Design Standards and Specification	Level 4		
	Design Sustainability and Ethics Management	Level 3		
	Design Thinking Practice	Level 4		
	Digital and Physical Prototyping	Level 4		
	Emerging Technology Synthesis	Level 3		
	Form Giving	Level 3		
	Imagination and Exploration	Level 3		
Material Studies and Production Processes	Level 4			

	Product and Production Engineering	Level 4	
	Project Management	Level 4	
	Stakeholder Management	Level 4	
	Systems Thinking	Level 3	
	Technical Drawing	Level 3	
	User Testing and Usability Testing	Level 4	
<b>Programme Listing</b>	For a list of Training Programmes available for the Design sector, please visit: <a href="http://www.skillsfuture.sg/skills-framework/design">www.skillsfuture.sg/skills-framework/design</a>		
The information contained in this document serves as a guide.			