

Job title: Assistant Designer, Fashion Design

### Core information

<b>Location:</b> London head office ▾ Hybrid working ▾	<b>Lines of business or shared capability area:</b> John Lewis Commercial
<b>Reports to:</b> Senior Designer	
<b>People Management:</b> No ▾ <b>Assignment Management:</b> No ▾	
<b>Partnership Level:</b> Partnership level 9 ▾	<b>Manager's Partnership level:</b> Partnership level 6 ▾
<b>Number of direct reports:</b> 0	<b>Partnership level(s) of direct reports:</b> None ▾

### About the John Lewis Partnership

The Partnership is the UK's largest employee-owned business and home to our two well-loved retail brands – John Lewis and Waitrose, as well as expanding into new areas beyond retail.

We aren't an ordinary business, though. The Partnership is different because everyone who works here isn't just an employee. We are Partners, with a shared responsibility for our success, and we share the rewards when we're successful.

Everything we do is powered by our unique Purpose: **Working in Partnership for a happier world.** Our Purpose inspires our principles, drives our decisions and acts as our guide, so that everything we do contributes to Happier People, Happier Business and a Happier World.

### Critical purpose of the role

As an Assistant Designer, you will be responsible for supporting design, product development and the delivery of original, trend relevant, customer-centric and distinct own brand products, utilising customer insights, to inspire, excite and delight our customers and deliver commercial growth. This role will focus on developing foundational product design skills and support the overall design critical path, from design concept to production.

You will support the operational running of the Design Studios (Home or Fashion) You will work alongside other Designers to support and coordinate the needs of this design studio, providing administrative and equipment assistance. You will bring a good understanding of design principles, technical approaches and relevant technology.

Through your Profession you will have the opportunity to develop and stretch personally and professionally to achieve your potential. We celebrate diversity and inclusion in the John Lewis Partnership and we are committed to becoming the UK's most inclusive business, reflecting and connecting with the diverse communities that we serve.

### Primary Outcomes & Accountabilities

#### Design:

Play a critical role in supporting product design, ensuring that you support other Designers to curate a coherent category assortment aligned to brand guidelines and always in service of our customers.

Support with producing commercial and innovative design developments against briefs. Start to develop product design

### Measures of success

Examples of Measures of Success could include:

Positive feedback from stakeholders and peers

Proactive building of skills and technical knowledge

Willingness to seek out learning opportunities and clarify questions

An ability to work independently, research, trend analyse and



handwriting, displaying a breadth of design handwriting and sketching to ensure our own brand offer is truly unique.

Conduct thorough trend research, including catwalk analysis, competitor analysis, and market research, to identify emerging trends and customer preferences.

Assist in the creation of mood boards, colour palettes, and initial design concepts based on trend research and brand direction.

Support to ensure the sampling process is efficient (e.g. tracking, organising and clear communication) and ensure the accurate execution of designs into samples

Maintains comprehensive records of design projects. This work will be reviewed by your people manager and support will be provided where required.

You will bring proficiency in design software (e.g. Dobe Suite, CAD or Clo3D) and be able to bring designs to life digitally, using technology to sketch and design.

#### **Operational Support:**

Support with project coordination and the smooth running of the critical path by organising and supporting preparatory design documents and briefs for key meetings, coordinating with the Design Managers

Supports the smooth running of the studio, including but not exhaustive of specialist studio equipment, art materials and CAD programmes. Act as the point of contact for IT, hardware and support on behalf of the Studio

Within the Partnership you will work closely with financial, legal, IT support, facilities and Trade Planning teams, setting up effective studio processes while identifying areas to improve efficiency.

Your role will be flexible and you will provide support where there is the largest demand / tightest deadlines with the product categories.

#### **Stakeholder Management:**

Support success driven cross-department working through effective stakeholder relationships.

You will propose actions to your category group and execute their decisions within their critical path. You will manage exceptions to these processes with the relevant stakeholders

#### **Continuous Improvement:**

Consistently demonstrate a Continuous Improvement mindset

playback to stakeholders

Supporting to comply with deadlines set within the critical path.

Champion standardisation and efficiency in ways of working, supporting cross-category programmes, resulting in streamlined processes and improved efficiency.

*Well stocked studios. Specialist equipment & programmes function well and all issues are resolved quickly.*

*Preparatory documents for key meetings are well designed and effective.*



Think boldly and see issues and opportunities from all angles and multiple perspectives, even the unprecedented, to draw out meaning and connections and make recommendations to adjust strategy and outcomes as a result. Generate a number of workable options and overcome barriers to finding solutions.

**Co-Ownership:**

Act in accordance with the Partnership's purpose and democratic principles, constructively participating in co-ownership, and demonstrating to customers and each other that it is a better way of doing business. Share your knowledge, experiences, ideas and opinion to improve the Partnership, speaking honestly and frequently.

Invest in your personal and professional development to achieve your potential, by doing more, doing better, or doing different. Continuously engage with and actively contribute to your Profession.

Take responsibility for actively engaging with change.

Create the conditions for all Partners to thrive, make their best contribution and achieve their potential.

Appreciate what different life experiences bring to the Partnership and the value this adds to unbiased and smarter decision making.

Set the tone, context and outcomes for the team with the voice of the customer at the heart.

Enable the conditions for Partner opinion to be heard and acted upon.

**Skills**

**Commerciality:** Demonstrates a passion for and breadth of knowledge of Retail, including our own business model; competitors, and wider industry, economic and political challenges.

**Task Prioritisation:** Plans and reviews workload regularly and is prepared to adapt to ever changing circumstances. Assesses workload realistically in terms of urgency and importance and is ready for "curve balls" and changes plans where necessary to ensure optimum achievement and deadlines are hit and stakeholder relationships are maintained.

**Outcome Focused:** Remains motivated and shows drive and determination to achieve success. Persists in the face of obstacles and overcomes any barriers that arise, focusing on solutions and not problems.

**Relationship building:** Interacts with authenticity, building rapport and making a positive impression in order to collaborate and build lasting connections across the Partnership and beyond.

**Stakeholder Management:** Identifies key stakeholders, their motivations and priorities, and considers these when building and managing relationships. Anticipates stakeholder challenges and proactively plans for these, displaying strong communication

**Agile Learning:** Acknowledges own mistakes, learns from them and adapts to meet ever changing demands. Sets high personal standards and over time learns from experience and applies this in new situations to achieve success. Takes personal



responsibility for realising their full potential through doing more, doing better and doing differently. Researches appropriate tools and uses relevant learning methods to enhance their skills.

### Qualifications & Experience (where applicable)

#### Essential

- Sketching and illustration skills
- Proficiency in relevant design software e.g. CLO, 3D design and Adobe Creative Suite (Photoshop, Illustrator, )
- Entry level understanding of technical construction and creation of technical packages (as relevant to Fashion Design)
- Proactive attitude with
- Understanding of the target customer and market
- Ability to work effectively in a team environment with excellent written and verbal communication skills
- Ability to clearly communicate design ideas
- Strong organizational and time-management skills
- Time management and prioritisation

#### Desirable

- Bachelor's degree or equivalent in Design (product, furniture, textiles, surface pattern, decorative arts as relevant)
- Portfolio demonstrating design skills
- Experience of working in Retail
- Experience working with automated processes
- Proactive approach to Learning and Development
- Knowledge of product development processes

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