



TECHNICAL COORDINATOR



ABOUT THE ROLE

The Technical Coordinator will assist the Technical Manager in managing the Technical function of a site-based project on all technical, engineering and architectural aspects of the business – from commencement on site to completion and final adoptions and handovers. They will ensure that information is produced, checked and distributed on programme to the correct quality and within budget to enable effective sub-contract procurement and build programme to be met.

Responsible for: No direct reports

Responsible to: Technical Director / Technical Manager

KEY RESPONSIBILITIES

- Manage the external design team and specialist consultants to ensure that all construction documents are provided within the agreed development programme and budget.
- Arrange, co-ordinate and manage all Design-Technical Meetings with other departments in a timely and efficient manner, ensuring all relevant action points are noted and recorded.
- Review and scrutinise design drawings, specifications and details for compliance, buildability, VE options throughout all stages of the design process. Distribute project specifications.
- Receive, co-ordinate and check specialist subcontractor and supplier information.
- Attend specialist supplier and subcontract meetings as required.
- Manage the distribution of preliminary, construction and as-built information internally with the Document Controller (where applicable), addressing department feedback, and producing a high quality, fully coordinated design package.
- Ensure Building Regulations and Warranty conditions are cleared without delay to the project and without risk to the business.
- Ensure statutory approvals (for example, S278, S104 and S38 agreements) are obtained in a timely manner.
- Manage enquiries and applications to statutory service companies and local authorities.

- Resolve design and building problems, contacting relevant personnel and consultants, as appropriate.
- Attend and report at monthly site Project Review Meetings if required.
- Liaise with Planning, Commercial, Health & Safety and Sales Departments.
- Provide site support and manage responses to technical requests for information.
- Manage changes to the technical project information through the Company's discounted cash flow process.
- Prepare and check brochure plans.
- Assist in the preparation of operations and maintenance manuals; incorporating a Health and Safety file for hand over to management company and / or housing association.
- Comply with Company contracts, regulations and administration systems in force at the time.
- Keep up to date with correct building products and techniques, current building regulations and relevant supplementary legislation that may impact the performance of the required duties.

THE PERSON

What kind of person are we looking for?

- Good operating knowledge of the development / technical design process.
- Proven knowledge of detailed design for residential schemes utilising different forms of construction – including reinforced concrete frame, steel frame and timber frame.
- Be able to question and query design information across all disciplines
- Architectural or Engineering background with the ability to use AutoCAD being beneficial.
- Sound understanding of statutory requirements, including Building Regulations and NHBC Standards, and Sustainability, with an ability to interpret and negotiate compliance.
- Be able to understand and interrogate design and project programmes, in particular identifying Critical Paths.
- Educated to degree level or in possession of a relevant professional qualification.
- Able to communicate with all disciplines at all levels.
- Well organised and capable of organising others.
- High level of attention to detail
- Able to manage people, processes and time.
- Strong team player who can communicate effectively.

These are illustrative duties and the job holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.