

REDROW HOMES – SENIOR PROJECT CO-ORDINATOR

PURPOSE

To provide a technical information service and support to the Technical Director.

To assist in the management of all External Consultants to the Technical Team in the production of drawings & information for the design of site developments, to a pre-set internal brief, to negotiate with and submit information to the appropriate Authorities for speedy and satisfactory approvals in order to unlock and maximise development potential.

SCOPE

The role of the Technical Department in an Operating Division is to provide a practical and cost effective technical service to the company.

This will encompass site evaluation, architectural & engineering design, investigations into any technical problems encountered and provision of economical/competent/viable solutions to programme. Liaison with, appointment of and co-ordination with external professionals will form an integral part of the job function.

The Technical Project Manager will be given specific projects to run, from initial site identification or from Planning Approval Stage through to completion. However the co-ordinator will generally be given specific projects to run, either at the Design Stage or at Planning Approved Stage. They will then procure/co-ordinate/check the working drawings or 3rd party design information alongside any associated information to facilitate site commencement through to development completion.

The technical department are involved with the Redrow product from inception to completion and occasionally into defect solution with customer care team.

Key Responsibilities:

1. Assessment of potential developments and production of detailed technical reports, including site visits with the appropriate members of the management team to ensure the product is suitable for the land (or vice versa).
2. Procure layouts and Technical information for development commencement through to completion, including managing preparation of working drawings, specific details and specifications that may be required, with minimum supervision. Provide drawings and other associated information that may be required to site in good time.

3. Effective management and co-ordination of the 'Design Team' (Internal and External) to ensure the provision of required level of services in a pro-active and professional manner to enable other departments to fulfil their role.
4. Lead (where applicable), motivate, communicate and develop staff to ensure they are fully motivated to achieve best performance to meet the company's needs.
5. Co-ordinate production information to a pre-agreed programme to ensure company targets are met to ensure designs can be constructed in a controlled and cost effective manner.
6. Ensure that information received from consultants or 3rd parties is co-ordinated between all designers and 3rd party suppliers and that an internal check of information is carried out.
7. Ensure that schemes are designed to Redrow standards to suit building, marketing and economic considerations as well as be cost effective and buildable in design terms. The schemes are produced within a time limit to suit programme deadlines (Building and Marketing) and must take into account many external factors; e.g. Local Authority Planning and Highways Departments, Local Committees, Action Groups and Resident issues as required.
8. Develop apartment & house types and new designs as required; sometimes necessary even with a comprehensive standard range, to meet a changing market and planning requirements.
9. Establish good working relationships with Site staff and Heads of Departments to ensure schemes are constructed as intended and to encourage feedback for inclusion in future schemes to avoid wastage and improve the product.
10. Ensure the right quantity and calibre of staff are recruited; and in accordance with company policy and procedures.
11. Lead, motivate, communicate with, develop, appraise and performance manage staff to ensure they are fully motivated to achieve best performance to meet the company's needs.
12. Comply with responsibilities as defined in the Group's Health, Safety & Environment Policy and ensure compliance with the same throughout the team.

13. At all times comply with company policies, procedures and instructions.
14. Implement new ideas and methods and continue to seek ways of both improving contribution to the organisation's goals and enhancing the reputation of the company. Establish and enforce quality and standards in schemes throughout the development process.
15. Develop good working relationships with Local Authorities and ensure knowledge of the peculiarities of the Local Authorities, and knowledge of the many techniques applicable to the Housing Industry to ensure easy approvals and fast, marketable, economic house building.
16. Undertake the role of Planning Supervisor for the developments allocated to the Project Manager.

Working Relationships:

Effective working relationships are an essential part of daily working life.

The focus in this role is both:-

Internal: Colleagues within Operating Division; and

External: Consultants, suppliers, manufacturers, LA and NHBC Officers to ensure we get the required level of service for the Company.

Decision Making Authority:

Decisions are limited to the scope of works and responsibilities. This position should always refer to the Technical manager or Director for guidance/support, if there is any doubt over the effect of the decision, on Cost, Programme Timescale, Product or Company Image.

These are illustrative duties and the post 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.