



# SENIOR TECHNICAL COORDINATOR



## ABOUT THE ROLE

The Senior Technical Coordinator will be assigned projects to run at a planning-approved stage, and will be responsible for assisting in the management of all external consultants to the Technical team in the production of working drawings for the design and construction of site developments. They will coordinate all technical information on projects from inception to completion and ensure all information is accessible to the Construction team and other departments throughout life time of project.

Responsible for: Technical Trainee

Responsible to: Head of Technical / Technical Director

## KEY RESPONSIBILITIES

### 1. REPORTS, LAYOUTS & DRAWINGS

- Coordinate the production of layouts and working drawings.
- Assist in the production of Technical reports for land appraisals, with appropriate supervision.
- Prepare sales and legal information in relation to the land – for example, conveyance plans, brochure plans, sales area layout drawings and online reservation documentation.
- Prepare and monitor Technical specifications and Home User Guides.
- Prepare and release specific site documentation in preparation of Sales launch information.
- Check and coordinate all architectural drawings, designs and specifications in conjunction with the engineering team Produce designs for layouts and house designs, as required.
- Issue drawings and information for construction purposes, using the correct protocols as instructed by the Technical Director.
- Ensure updated Group drawings are issued in accordance with department procedures.

## **2. BUILDING REGULATIONS & STATUTORY APPROVALS**

- Provide support to the Planning team to aid the submission of planning and building regulation applications.
- Obtain planning permissions and other statutory approvals (e.g. S104 and S38 agreements) and satisfy any imposed conditions with the Engineering team.
- Provide support to the Engineering team to progress and achieve adoption for the POS, S38, S104 agreements within the developments.
- Complete miscellaneous approvals such as foot path closures, sales signage etc.
- Ensure enquiries and applications when required go to statutory service companies and local authorities.

## **3. ADVICE, SUPPORT & ASSISTANCE**

- Provide technical support and information to the Construction, Commercial and Sales teams and maintain good communication to ensure the required level of service is maintained.
- Assist the Technical Manager / Senior Technical Manager and Development Manager in fee negotiation and the appointment of consultants.
- Assist in the production of pre-tender health and safety plans.
- Assist the overall Technical team in maintaining updated processes in regards to Building Regulations and any other Statutory Bodies.


## **4. GENERAL**

- Comply with all responsibilities as laid down in the Group's Health, Safety & Environment Policy.
- At all times comply with company policies, procedures and instructions.
- 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.
- Obtain the necessary postal addresses for each development.
- Manage the Customer Change procedures by liaising with relevant consultants and check works are complete to suit the construction programme.

## **THE PERSON**

What kind of person are we looking for?

- Proactive, self-driven, results-oriented with a positive outlook
- Good knowledge of Building Regulations, detailing and construction methods.
- Keen to deliver exceptional customer service
- An effective leader, motivator and mentor
- Flexible and reliable
- Credible, and comfortable in dealing with a wide variety of stakeholders

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- Reliable, tolerant, and determined
  - Team player
  - Empathic communicator who is able to see things from others' point of view

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.