



# HEAD OF TECHNICAL



## ABOUT THE ROLE

The Head of Technical manages all aspects of the Technical function within a division; reporting on all technical, engineering, mains services and architectural aspects of the business from land acquisition through to site completions and final adoptions.

Responsible for: Qualified Architects / Planners, Civil Engineers and support staff

Responsible to: Divisional Managing Director

## KEY RESPONSIBILITIES

### 1. BUSINESS MANAGEMENT

- In accordance with corporate responsibility for the business, work effectively as part of the senior management team and take a 'whole company' perspective to managing issues.
- Take on corporate governance responsibilities which extend across all business areas and actively promote best practice throughout the company.

### 2. DEPARTMENT MANAGEMENT

- Effectively manage the division's Technical function to ensure best practices are followed, costs are controlled, the department maximises revenue generation and contributes to the division's operating profit and increases the value added to the division.

### 3. PRE-DEVELOPMENT PROCESS

- Take accountability for obtaining planning permissions, building regulation approval and other statutory approvals (e.g. S104 and S38 Agreements) from the adopting authority in a timely manner.
- In conjunction with the Divisional Managing Director, prepare the master development programmes and monitor with the Design teams, both internal and external, to ensure adherence to programs.

- Ensure the Division fulfils its requirements under the Construction (Design and Management) Regulations (CDM 2015) and takes on the role of Principal Designer under the regulations.

#### **4. DEVELOPMENT PROCESS**

- Ensure Technical Department procedures, layouts and technical reports for proposed land purchases are supplied to the agreed date schedule.
- Ensure the final site layouts fully maximize the potential for profit and are in line with Redrow design standards whilst meeting the requirements and gaining planning approval from the local planning authority.
- Ensuring any conditions stipulated in the planning permission are discharged in a timely fashion in line with the master development program and the information provided to the relevant department for delivery on site.
- Ensure the infrastructure designs for a development are carried out in line with the master development programs and are both cost effective and deliverable in line with the development build program
- Ensure both the commercial and construction departments have the relevant, correct information for them to be able to deliver in line with the agreed build program.
- Ensure the foundation designs and remediation strategies are prepared and agreed in line with the master development programs and are signed off by the regulatory authorities once complete
- Ensure Sales and Legal information is prepared and provided as required to the relevant departments e.g. conveyance plans and Management Company information.

#### **5. ADOPTIONS**

- Ensure the roads, sewers and public open spaces are handed over to the adopting authority and / or Management Company in a timely fashion to minimize ongoing costs.
- Manage the preparation and execution of all adoption agreements and ensure bonds are maintained to a level acceptable to the business.

#### **6. TEAM MANAGEMENT**

- Recruit for vacancies within the Technical team; ensuring that the right calibre of candidates are recruited in accordance with company policy and procedures.
- Lead, motivate, develop, appraise and performance manage the Technical team to ensure that they are fully motivated to achieve the company's needs.
- Ensure the department operates in accordance with Company policies and procedures.
- Comply with all responsibilities as laid down in the Group's Health & Safety Policy in order to ensure a safe working environment within the department.
- Appoint external consultants where required – including negotiating fees to ensure services are optimised and fees are within budget.



## 7. RELATIONSHIPS

- Prepare papers for inclusion in Divisional Board Pack, present current issues at Divisional Board Meetings, and be involved in discussing and influencing all aspects of the business.
- Work collaboratively with colleagues across all functions within the division to ensure that everyone is working towards the same targets.
- Build strong working relationships with consultants, local authority departments and local planning committees.

## THE PERSON

What kind of person are we looking for?

- The ability to plan ahead and think strategically for forthcoming developments
- An eye for detail and high quality standards
- Strong leadership skills and experience of mentoring members of the team
- Proven experience of fostering teamwork
- Be able to create a culture of high quality communication within the department, division and the business holistically
- Be able to effectively manage risk
- An excellent problem solver

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.