



TECHNICAL PROJECT COORDINATOR



ABOUT THE ROLE


The Technical Project Coordinator will be allocated specific projects to run, following grant of planning approval. They will then coordinate the production of working drawings and associated information to enable the site to move to the construction and sales phases. They will assist in the management of all external consultants to the Technical Team, in accordance with instructions from the Management Team. They will also provide support to the other departments in the Company during the development process.

Responsible for: No direct reports

Responsible to: Technical Project Manager

KEY RESPONSIBILITIES

- Coordinate the production & review of layouts and working drawings.
- Provide technical support and information to Construction, Commercial and Sales departments and maintain good communications to ensure the required level of service is maintained.
- Assist the Technical Project Manager in the appointment of consultants.
- Coordinate the submission of Building Regulation Applications and procure other statutory approvals e.g. Section 104 and Section 38 Agreements.
- Prepare Sales and Legal information e.g. Conveyance and management plans, sales layout and show complex layout. Check sales brochures for technical accuracy.
- Procure the adoption of roads, sewers and public open spaces.
- Procure new utilities supplies.
- Assist the in the production of pre-tender health & safety plans.
- Comply with responsibilities as laid down in the Group's Health, Safety & Environment Policy.
- At all times comply with company policies, procedures and instructions.

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- Implement new ideas and methods and continue to seek ways of both improving the Company's performance and reputation.
 - Procure and review information from external consultants, suppliers and manufacturers which supplement the working drawing packages.
 - As required, from time to time, produce designs for layouts, house designs etc.
 - Obtain miscellaneous approvals such as footpath closures, sales signage etc.

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

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.