



TECHNICAL ADMINISTRATION APPRENTICE



ABOUT THE ROLE

This is where every existing and new house within the Redrow portfolio begins life. Every single house is designed and detailed with a full compliment of working drawings to make construction as smooth and efficient as possible. All houses, new and old, are routinely reviewed and updated to meet latest regulations and guidance, or to meet a latest trend. The team are on hand to provide expert advice at every stage of the process. Join us here, and you can expect to see the department involved in everything from new design work, liaising with structural engineers, kitchen designers and NHBC all in the same day. It all makes for a hugely varied career.

As technical administration apprentice, you can expect to play an integral part in the entire development lifecycle. You'll also work with a wide range of people. The professional face of Redrow, you'll engage with everyone from our commercial, finance and interior design teams to divisional Technical directors, at every stage of the process you'll take real pride in the award-winning developments your contribution will be helping to create.

You will be working towards a Level 3 NVQ in Business Administration, with the option of progressing on to further education. Some travel may be required as part of your training and education.

To join our industry-leading programme, you'll need at least 5 GCSEs at A* - C (9 - 4) including Maths and English as a preference.

During this 2 year programme, you will:

- Be mentored by experienced staff in their field
- Understand the commercial pressures and demands of a modern housebuilding development
- Take active part in projects that test and develop your abilities, independent thinking and challenge and have a genuine impact on the business

Responsible to: Group Portfolio Coordinator, Group Technical Head of Department, Group Design & Technical Director



KEY RESPONSIBILITIES

- To provide administrative assistance to the Group Design & Technical director and the department as a whole as required.
- Answering calls, emails and queries from other departments, divisions and external contractors.
- Responsibility to ensure department calendar is up to date at all times with meetings, site visits and senior management whereabouts.
- Organise meetings including establishing attendee's availabilities and booking meeting rooms.
- Arrange the quarterly technical seminars liaising with the divisional technical directors and department's senior management. This can include travel to accompany technical department team members.
- Arrange site visits including business travel, booking accommodation and rail travel and liaise with site managers in the divisions and prepare required drawings ahead of planned visit..
- Assist in the publishing of documents onto our document management system.
- Liaising with external contractors regarding design work.
- Assist with the application of type approvals including using the NHBC portal and effective communication with NHBC to ensure the timely receipt of certificates.
- To ensure that there is sufficient stationery within the Department and to reorder as and when required.
- Ensure familiarity with Redrow's Group Health, Safety and Environmental policies and comply with employee responsibilities.
- At all times comply with company policies, procedures and instructions.
- Implement new ideas and methods and continue to seek ways of both improving the contribution to the organisation's goals and enhancing the reputation of the company.
- To identify the need for improved office procedures.

THE PERSON

What kind of person are we looking for?

- 5 GCSEs including Maths and English at grade 4 or above (Grade C+) or an equivalent
- Keen to learn and develop within the construction industry
- Excellent verbal and written communication skills
- Attention to detail is crucial to the role
- Willing to undertake training / a qualification in business administration.
- IT literate – basic knowledge of Microsoft based packages.
- Ability to take on instructions
- Able to work to tight deadlines and prioritise workload
- Able to work in a team as well as on your own initiative.
- Organised

- A full UK Driving Licence would be desirable

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.