



# TECHNICAL DIRECTOR



## ABOUT THE ROLE

The Technical Director will lead the Technical function of a division, and report on all technical, engineering and architectural aspects of the business from land acquisition through to site completions and final adoptions.

Responsible for: [DIRECT REPORTS FOR THIS ROLE]

Responsible to: [WHO DOES THE ROLE REPORT INTO]

## KEY RESPONSIBILITIES

### 1. MANAGEMENT OF THE BUSINESS

- 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.
- The job holder has corporate governance responsibilities which extend across all business areas and which require the post holder to actively promote best practice throughout the company.
- The job holder, with fellow Divisional Directors has overall business responsibility for the management of the division; including the general running of the division, setting budgets, minimising risks, maximising opportunities, achieving the division’s targets; and seeking to positively influence the progression and growth of the division.

### 2. MANAGEMENT OF THE DEPARTMENT

- Responsible for effectively managing the division’s Technical function to ensure best practices are followed, costs are controlled, the Department maximises revenue generation and contribution to the division’s operating profit and increases the value added to the division.

### 3. PRE-DEVELOPMENT PROCESS

- Advise Land Department on Technical viability of new sites.
- Ensure planning permissions and other statutory approvals e.g. S104 and S38 Agreements are obtained in a timely manner.

- In conjunction with the Divisional Managing/Regional Director, prepare the master development programmes and monitor with the Design teams, both Internal and External to ensure adherence to programmes.

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

- Ensure Technical Department procedures, layouts and technical reports for Land Appraisals; and required working drawings to the agreed date schedule.
- Ensure Sales and Legal information is prepared as required e.g. Conveyance plans and M colours

#### **5. ADOPTIONS**

- POS, S38, S104 adoptions

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

- Ensure the right calibre of staff are recruited, and in accordance with company policy and procedures.
- 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.
- Ensure the department operates in accordance with Company policies and procedures.
- Comply with responsibilities as laid down in the Group's Health & Safety Policy in order to ensure a safe environment within the department.
- Appointment of external consultants, negotiating fees to ensure services are optimised and fees are within budget.

#### **7. MEETINGS**

- 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.

#### **8. GENERAL**

- Comply with 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 the Company's performance and reputation.

### **THE PERSON**

What kind of person are we looking for?

- Organised
- Diligent
- Understands importance of maintaining confidentiality at all times
- Strong leader
- Confident
- Good communicator

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.