

ROLE PROFILE

JOB TITLE

Technical Coordinator

LOCATION

Head Office

REPORTING LINE

Technical Manager

JOB PURPOSE

To manage design information flow between consultants, sub-contractors and site in accordance with the Design Programme allowing project targets/ deadlines to be met.

KEY ACCOUTIBILITIES

Principal Responsibilities

- Assist with the daily management of the appointed 'Design Team' to ensure the provision of required level of services in a pro-active and professional manner.
- Contract administration including collation and distribution of design information when appropriate.
- Monitor the design development, release and approval process in line with the Design Programme.
- Check information received from design team to ensure elements of various disciplines are fully co-ordinated.
- Attend site, design and sub-contractor meetings and prepare minutes where appropriate.
- Liaise with designers, site teams and sub-contractors, especially regarding interfaces between trades to eliminate clashes at these interfaces.

Other Responsibilities

- Ensure the design process recognises current legislation, standards and Codes of Practice where appropriate and familiarise yourself with changes in legislation.
- Monitor design development progress against Design Programme.
- Identify and evaluate the impact of alternative design solutions and value engineering opportunities for review with the Project and Design Team before implementation.
- Ensure compliance with Company Q.A and management systems.
- Assist on queries raised by sales team.
- Assist on research of materials.
- Ensure Utilities are assigned to purchaser on completion
- To ensure compliance with individual responsibilities as set out in the company environmental and health & safety management systems.
- Monitor and mitigate health and safety also construction risks during the design development process.



Measurement

- Completion of design information to the required quality, budget and programme.
- Completion of Home Owner's Manual within contract period.
- Satisfactory interface of fitted components on site.
- Review of built houses and assist in detail quality.
- The creation of 'standard house types' and 'details' portfolio.

Kingerlee Management Principles

Leadership

- Lead by example, embracing company values and ambitions.
- Build teams through understanding individual strengths and weaknesses.
- Motivate by praise, constructive criticism and empowerment.

Communication

- Communicate effectively at all levels.
- Promote feedback from your staff.
- Listen to and value the opinions of others at every level.

Technical Competence

- Manage risk and adopt a 'Right First Time' policy.
- Recognise and address shortcomings in skills and quality.
- Constant awareness of H&S management and HR procedures.

Planning and Co-ordination

- Set realistic goals and targets for teams and individuals.
- Prioritise, direct and delegate.
- Ensure teams' and individuals time is managed effectively.

Training and Development

- Develop people's skills through personal mentoring.
- Support individuals by recognising and implementing their training needs.
- Maintain awareness of new technology and systems.

Successful management will result in us achieving the Fraternal Objectives of Kingerlee Ltd "To maintain a happy, motivated, effective and safe workforce. To empower and enthuse successful staff by enabling and encouraging career progression at all levels."

The result = 'Celebrate our Success!'

