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| **Job Title:** | Assistant Technical Co-ordinator |
| **Business:** | **TW East London (Brentwood Essex)** |
| **Division:** | **Taylor Wimpey East London** |
| **Department/Reporting:** | **Technical reporting Technical Manager /Technical Director** |
| **Main Interfaces:** | Regional Department’s, Site Based Staff, Statutory Undertakers, External Consultants, Planning Supervisors. |

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| Overall Purpose |
| To provide support to the Technical Team but more specifically to the Technical Co-ordinators in performing their role and show a passion and enthusiasm for the industry and technical discipline whilst having the self-motivation to over deliver and the drive to secure career progression through structured support. |

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| Key Activities |
| Schemes |
| * Maintaining Regional Standard House type folders for the region. * Collation of working drawing packages, drawing registers etc. * Control issuing of technical drawing registers and drawings. * Control and monitoring of Development Variation procedure via D.V forms. * Aiding in setting up and monitoring of Technical Fees Schedules. * Aiding in preparation of Pre Commencement H&S plans. * Production of Conveyance Plans and liaison with Legal team. * Organising information for input into H&S files for Housing Associations and Management Co’s. * Aiding in setting up on line service providers in line with Group Suppliers. * Organising general printing and photocopying. * Monitoring print company invoices and expenditure. * Continued career progression through TW mentoring development programme |

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| Management |
| * Liaison with external companies. * Effective feedback to senior team members. |

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| Communication |
| * Liaise with senior team members to programme and prioritise workload. |

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| Commercial Creativity |
| * Must be able to communicate well at all levels internally within the group and externally with external companies. * Embrace innovative solutions to resolve technical and design issues. * Should have a broad understanding of corporate vision and policies. * Work with the project team to ensure the most desired and economical decisions are made and implemented. |
| CDM & CPD |
| * Embrace Health and Safety. * Discharge the designer’s responsibilities under CDM regulations. * Must undertake continuous professional development. |

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| Knowledge Required |
| * Have a keen interest in the development process and wider aspects of the industry. |

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| Desired Qualifications |
| * Degree or ONC / HNC (Working toward or completed) * Driving Licence |

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| Technical Competencies |
| * AutoCAD, Excel, Word, Power Projects, Power Point. * Design and engineering construction knowledge * Technical and Building Construction knowledge * Building Regulations * NHBC legislation * Health & Safety / CDM Regulations |

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| Key Competencies |
| Teamwork [This means much more than working closely with others. It also means promoting our shared values and getting the best out of our colleagues while participating fully in adding value to the business] |
| **Team Work:** Acts as a role model in demonstrating very effective team working both within immediate team and wider ‘TW’ team. Plays an effective role as a member of the TW Team.  **Builds Effective Teams:** Builds a strong team and encourages direct reports to do likewise reinforcing steps in that direction. Creates strong morale and team spirit. |

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| Communication [Effective communication is a two-way street. It involves being a good listener as much as a good talker. It means asking questions to ensure full and proper understanding, and being able to influence other people, by gaining their agreement for ideas and initiatives] |
| **Sharing Information:** Communicates with clarity and impact to all levels of employees relating effectively to their needs.  **Credibility and Trust:** Generates trust by openness, two way communications style and consistency. Demonstrates clear understanding of all relevant business issues which enhances credibility.  **Presence and Influence:** Projects presence at Team meetings – able to contribute with confidence. Able to deploy a range of influencing skills to deal with barriers/problem situations, drawing on personal experiences to make communications more affective. |

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| Personal Drive [The ability to inspire others through one's own enthusiasm and commitment to the job. Positive behaviour, setting challenging goals and standards for oneself and others; acting as a role model] |
| **Inspires by example:** Self starting – pushes team and self to achieve stretching targets. Drives a culture of continuous improvement inspiring others by personal commitment and enthusiasm.  **Resilience And Self Confidence:** Self confident and energetic in pursuit of goals without the need for constant referral or reinforcement from others. Resilient when faced with setbacks/obstacles. Works harder in adversity. |

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| Customer Focus (Internal & External) [Working to understand customer needs, to meet and exceed expectations, and to establish and maintain longer-term customer relationships] |
| **Personal Commitment:** Takes an active lead in promoting the importance of long-term relationships with customers.  **Right First Time:** Secures full commitment to customer satisfaction from team and a collective drive towards a right first time culture.  **Process Focus:** Proactive in ensuring structured customer management processes are implemented. Drives a problem solving approach to customer complaints, rather than compensation driven solutions. |

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| Business and commercial acumen [This means helping to maximise our profitability by controlling costs; exploring new ways to improve efficiency; and taking the financial implications and risks into account when making decisions] |
| **External Effectiveness:** Proactively focuses on changes required for the future of the business. Recognises where resources/expertise outside the team can enable more effective delivery and makes use of these.  **Commercial Focus:** Understands the key commercial fundamentals in each area of the business and puts in place procedures to ensure these are monitored and controlled. Takes the necessary steps to deliver margin and profitability.  **Decision Making:** Demonstrates decisiveness within scope of role knowing when risk factors require referral upwards. Able to handle more complex commercial decision making. |

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| Innovation [Consistently producing imaginative new ideas and solutions to problems; encouraging the same in others; being prepared to experiment and being comfortable with managing risk] |
| **Seeks And Applies New Ideas:** Challenges the Status Quo – looks for and stimulates ideas and suggestions for improvement. Willing to try out new ideas.  **Represents Wider TW Business:** Acts as the representative of the full breadth of TW activities. |

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| Integrity [Demonstrating consistently the professional virtues of honesty, fairness, sincerity and trustworthiness; being committed to the highest standards of professional ethics] |
| **Integrity and Respect:** Treats all relationships with integrity and respect. Trustworthy and reliable in dealings with employees. Respected by all colleagues.  **Role Model:** Acts as a role model – shapes culture of effectiveness by own example. |

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| Leadership (if managing a team or has influence on another) [Shaping the vision; being a credible, inspiring role model; having the ability to lead and manage diverse groups and adapt one's style to suit situations and people; putting oneself on the line to deal with difficult problems] |
| **Develops Employees and Delegates Effectively:** Takes a conscious and consistent approach to delegation and review. Develops capability in direct reports, coaching and mentoring where needed to create a strong team. |

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| Strategic Vision [Being able to influence project/department/branch strategy in accordance with business values; awareness of longer-term needs and implications for the business; recognising benefits of the diverse TW operating base] |
| **Inputs To TW Strategic Vision:** Actively contributes towards the wider TW Strategic Vision in appropriate forums ensuring local realities and priorities are taken into account. |

If you are interested in this role please send your C.V. to Lee Rainforth Technical Director at [Lee.rainforth@taylorwimpey.com](mailto:Lee.rainforth@taylorwimpey.com) by 17 April 2015.

TW employees - Please advise your Line Manager if you are applying for this role.