Key facts

|  |  |  |  |
| --- | --- | --- | --- |
| Job title: | Design Trainee | Location: | Sunderland |
| Business: | Taylor Wimpey North East | Report to: | Technical Director |

The purpose of the role

The aim will be to equip the Trainee with an appreciation of the Company’s overall business and an in-depth knowledge of the Technical function within the Regional Business Unit. The overall training will enable the Trainee to carry out the key activities as detailed below. Thereafter, subject to the Trainee’s performance a suitable position will be offered.

Key accountabilities

* Co-ordinate drawing information for Production, Commercial and Sales departments
* To obtain design information from suppliers and consultants for development proposals
* Production of detailed drawing information using AutoCAD drawing package
* Assisting with the co-ordination of planning submission documents
* Assisting with the co-ordination of Building Regulation submission, approvals and discharge of relevant conditions
* Liaising and assisting with appointment of external professional consultants
* Introduction and appreciation of Taylor Wimpey UK Health, Safety and Environmental procedures and HSE Construction Design & Management Regulations 2015 and the Taylor Wimpey Operating Framework.
* Any other duties as required to meet the needs of the Business.

Training progression

* Depending upon the relevant experience it will be necessary for the trainee to enrol on a day release college/university course relevant to the job role.
* To gain an understanding of the Planning System, Building Regulations and NHBC Standards.
* The Trainee will gain a working knowledge of all Technical functions within the Business.
* The Trainee will gain an overview of the Regional Business.
* The Trainee will be appraised every three/six months to review progress.
* The Trainee’s salary will be reviewed annually.

Primary network: who you will work with

|  |  |
| --- | --- |
| Internal: | Directors, Senior Managers, Architectural Technicians, Engineers |
| External: |  |

Key competencies

**Be Planned and Organised** – Worksmartly, efficiently and manages their time well. Work in a structured way.

**Develop Relationships –** Build positive and trusted relationships. Encourage and take feedback seriously modifying behaviour as a result. Develop sustainable and robust relationships.

**Have professional impact** – Maintain a consistent positive impact with others. Communicate well checking for others understanding. Manage your own reactions under pressure.

**Open to change –**Demonstrate flexibility when needed.

**Collaborate** – Develop and support collaborative team working. Have effective networks both in and outside of TW.

Other requirements

* Experience within the housebuilding industry would be beneficial but not essential
* Ability to learn and operate relevant IT and procedural systems
* It would be beneficial for the Trainee to hold a driving licence

If you would like to be considered for this role please email/send your CV to Chris Parkin – [chris.parkin@taylorwimpey.com](mailto:chris.parkin@taylorwimpey.com) by 17th July 2015.