Key facts

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| Job title: | Technical Co-ordinator | Location: | West London, Based at Hook |
| Business: | Taylor Wimpey South Thames | Main Interfaces: | Regional Department Heads, Site Based Staff, Government Departments, Regulatory Bodies, Adopting Authority, Statutory Undertakers, NHBC |

The purpose of the role

Responsible for providing upon a given number of sites, composite and complete technical information and support to enable regional objectives and targets to be achieved.

Key accountabilities

Schemes

* Provide architectural / engineering support and technical guidance for regional site based operations.
* Provide full administrative support to regional site based operations for working drawings, ancillary details and technical information.
* To co-ordinate and manage the issue of technical documentation.
* Coordination of drawing issues and the maintenance of an efficient file management system.
* Management and programming of all engineering design in accordance with local and national standards.
* Co-ordination and control of expenditure of external consultants.
* Management and production of conveyance plans and provision of site set-up information.
* Co-ordination of services infrastructure and negotiation of costs and agreements on schemes.
* Provide assistance and support in a timely manner to allow discharging of planning and building control.

Management

* Must be able to manage external consultants and control external fees and expenditure.
* Coordination and checking of all technical information and distribution.
* The commissioning, co-ordination and checking of various specialist suppliers designs and integrate their requirements into the working drawing packages.
* To liaise with NHBC, resolving technical & design issues.
* To register, resolve and monitor where appropriate site queries from production management to enable progressive product development.

Communication

* Liaise with Regional Team’s in the production of layouts.
* Liaise with Design team to ensure coordination of layout designs.
* Liaise with Sales & Marketing regarding site brochure production.

Commercial creativity

* Design economically and understand the commercial aspects of design decisions.
* Produce designs in agreed timescales to ensure regional forecasts are achieved.
* Must be able to communicate well at all levels internally within the group and externally with public bodies.
* 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 into the design.

CDM and CPD

* Embrace Health and Safety.
* Discharge the designer’s responsibilities under CDM regulations.
* Must undertake continuous professional development.

Primary network: who you will work with

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| Internal: | Regional Department Heads, Site Based Staff |
| External: | Government Departments, Regulatory Bodies, Adopting Authority, Statutory Undertakers, NHBC |

Key competencies

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

**Communication** – persuades, influences and inspires others, gaining agreement and acceptance.

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

**Customer Focus** – develops and inspires strong long term working relationships with all stakeholders, internal & external.

**Commercial Acumen** – Identifies and creates value at every opportunity

**Focus on Solutions** **–** Is always solution focused, and problem solves to drive results.

**Integrity** – says the right thing and does what is said.

Key experience and technical competencies

* Experience of coordinating, managing and providing technical guidance and support to residential developments.
* AutoCAD
* Design and engineering construction knowledge
* Technical and Building Construction knowledge
* Building Regulations
* NHBC legislation
* Health & Safety / CDM Regulations

Desired qualifications

* B.I.A.T.
* Degree
* HNC / ONC
* CAD

If you are interested in this role please send your C.V. to Jonathan Miller, Technical Director c/o: Margo Jordan, Executive Secretary at [Margo. Jordan@taylorwimpey.com](mailto:Margo.%20Jordan@taylorwimpey.com) by Friday 3 July 2015