

Job Description Technical Co-ordinator



Job Description	
Job Title	Technical Co-ordinator
Location	Head Office, Dafen, Llanelli.
Hours of work	Monday – Friday 8.30am – 5pm (1 hour lunch)
Contractual Status	Permanent, full time. Subject to 6 months' probationary period
Role Summary	The technical coordinator will work with the technical team to secure the successful delivery of projects coordinating key information and deliverables.
Key Responsibilities, Task and Activities	<p>Key responsibilities will include, but not limited to:</p> <ul style="list-style-type: none"> • Co-ordinating technical aspects of the project in accordance with the Project Development Plan (PDP) and associated documents. • Liaising with and organising third party organisations such as consultants, utility companies, highways, building control and planning departments maintaining relevant supporting records. • Assisting with planning approval submissions and discharge processes relating to planning conditions, preparing and maintaining relevant trackers and supporting documentation. • Liaising with other internal departments, including estimating, quantity surveying, and buying. • Reviewing project drawings and identifying build ability and logistical issues. • Co-ordinating the completion of appropriate legal agreements with statutory Authorities, as required. • Assisting the design team with the production of construction information. • Co-ordinating the production of timely design information by external design companies in line with the Information Required Schedule (IRS). • Attending and contributing in design / technical meetings. • Ensuring that all necessary design documents are recorded, co-ordinated and distributed to relevant members of the project team, including Client and supply chain. • Co-ordinating the approval of all Design consultants in line with the Morganstone processes. • Co-ordinating scope changes and ensuring that the change control process and technical query process is adhered to and communicated fully on all projects. • Working with the project team to co-ordinate design deliverables in line with the Morganstone processes and project requirements.
Person Specification	
Experience	<p>Essential</p> <ul style="list-style-type: none"> • Experience of the construction industry. • Excellent communication and influencing skills.

	<ul style="list-style-type: none"> • Attention to detail and a systematic approach to work. • Good organisation and time management. • Commercial awareness: the ability to work within commercial constraints. • Demonstrate a working knowledge of building and NHBC regulations. • Confidence.
Qualifications	<p>Essential: Minimum 3-year construction experience ideally with a superstructure and/or property developer background Previous experience of liaison with 3rd parties including utility companies and county councils (Desirable) Knowledge of relevant legislation (Desirable)</p>
Key Competencies	<ul style="list-style-type: none"> • Good level of communication skills, with the necessity to liaise with internal staff and external bodies • Good level of organisation • Good time management
Other	<p>This job description is not exhaustive. It may be amended to meet the changing requirements of the organisation at any time after discussion with the postholder.</p> <p>There will be a requirement for occasional travel between Offices and construction sites.</p> <p>All employees are required to be aware of their responsibilities towards health and safety and the dignity at work of their colleagues in the workplace.</p>