

Job Title:	Technical Co-ordinator
Business:	Taylor Wimpey East London
Location:	Brentwood
Department:	Technical
Main Interfaces:	Regional Department Heads, Site Based Staff, Government Departments, Regulatory Bodies, Adopting Authority, Statutory Undertakers, NHBC

Overall Purpose
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 Activities
<p>Schemes</p> <ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • 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 & CPD
<ul style="list-style-type: none"> • Embrace Health and Safety. • Discharge the designer's responsibilities under CDM regulations. • Must undertake continuous professional development.

Knowledge Required

- Experience of coordinating, managing and providing technical guidance and support to residential developments.

Desired Qualifications

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

Technical Competencies

- AutoCAD
- Design and engineering construction knowledge
- Technical and Building Construction knowledge
- Building Regulations
- NHBC legislation
- Health & Safety / CDM Regulations

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.

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.

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..

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.

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.

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.

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.

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.

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 Ursula Clarke (Ursula.Clarke@taylorwimpey.com) by 16th March 2008.