



JOB DESCRIPTION

JOB TITLE:	Senior Technical Manager
DEPARTMENT:	Technical
RESPONSIBLE TO:	Head of Technical
PURPOSE OF THE JOB:	To manage the design and regulatory approval process for G&G projects from planning to completion of the build in line with business plan targets

SPECIFIC RESPONSIBILITIES:

- 1 Deputise for the head of department on the management of the technical team.
- 2 Assisting the head of department in strategic overview & management of all projects within the pre-construction stage including programming & reporting.
- 3 Assume the role of Principle Designer for the Building Safety Act and manage this process through the design stage, monitor and complete the change control 'golden thread' and monitor and report that construction are complying with the working drawings onsite.
- 4 Continuously improve and develop pre-construction processes and procedures alongside the head of department.
- 5 Work with the Head of Technical to agree strategic approaches for projects with regard to technical aspects.
- 6 Progressing, monitoring, and reporting all projects to the head of department and the respective project manager on compliance with technical specifications, contract requirements, planning conditions, ecological requirements and any relevant aspects provided in the pre-construction information.

- 7 Collaborate with the members of the other department teams to produce design briefs for all new schemes and technically appropriate designs in the concept & pre-planning stages .
- 8 Define scope of works for external consultants and obtain necessary quotations to meet the requirement of the project in question. Manage the appointment and costs for all fees from consultants.
- 9 Calculate pre-construction costs for all technical designs/requirements for a project from planning to site commencement. Including the associated obtaining/monitoring of expenditure approvals as required and reporting on expenditure levels against said approvals.
- 10 Procurement of building control & warranty quotations. Appointment of & the discharging of any building control conditions & warranty plan check requirements. Both for appointed projects and supporting other technical team members in theirs.
- 11 Provide effective communication and maintain good relationships with clients and employers' agents. Managing client expectations whilst being commercially aware and business focused.
- 12 Support the development team with the technical and engineering design information required to accompany planning applications and technical appraisals
- 13 Ensuring technically compliant tender packs are created & issued by the estimating team. Collaborating with the estimators & head of department for any technical queries during the tender & appointment process of sub-contractors.
- 14 To assist the head of department in administering any document management systems (dohosting or similar) and to ensure that the latest project documents are uploaded, maintained, and distributed internally and externally where required.
- 15 To note & record any issues reported from site teams where buildability advice and technical guidance is required and provide advice & guidance.
- 16 Maintain an overview of design approach, including house types, and regularly review to ensure all developments are of high design quality and meet regulatory requirements, whilst ensuring value for money.
- 17 To assist the Development Managers and Sales team with technical elements in the production of sales literature, marketing material and finishes schedules.
- 18 Conduct reviews of designs at an early stage to ensure use of site is optimised and costs are reduced wherever possible – for example involving site levels.

- 19 To manage and oversee the reviewing of such information produced by external consultants in preparation to submit drawings and plans for the purposes of planning, building regulation approval or for sectional agreements in line with agreed programmes and budgets.
- 20 To contribute towards organise and attend design training including relevant CPD, where appropriate consulting with relevant consultants.
- 21 Attend & manage appropriate design team meetings for appointed schemes, contribute & represent at to meetings such as Design Innovation Group (DIG), Advantage South West (ASW), and others where appropriate. Involvement and attendance at Design Advisory Group (DAG) meetings as appropriate.
- 22 Management of Gilbert & Goode and Ocean Housing standard house types, details, and specifications for the head of department.
- 23 Manage & maintaining an overview of lessons learnt relating to design and input to standard house types and specifications. Including inputting into continuous improvement via involvement with lean improvement forums and improvement projects.
- 24 To ensure current health and safety legislation, particularly the Construction (Design and Management) Regulations and that all risk management procedures are followed.
- 25 To support the delivery of a high level of customer care and client satisfaction at all times.
- 26 Manage obtaining technical approvals for sectional agreements and continue through legals on appointed schemes.
- 27 Organise utility enquiries, applications, and instructions/procurement. To include the management of any associated wayleaves, easements, or other associated legal agreements.
- 28 Organise/Assist with satisfying planning conditions.
- 29 Co-ordinate obtaining design approvals from the sales team and respective development manager.
- 30 Organise surveys and investigations ensuring effective extraction of aspects which will influence technical design are relayed and entered into the pre-construction Information pack.

- 31 Population, updating and issuing weekly of project pre-construction trackers to the project team.
- 32 Creating/populating handover documents and the pre-construction information pack for the construction team on appointed schemes.
- 33 Attending construction sites, reporting on the conformance and quality of construction works.
- 34 General assistance to the head of department in the undertaking of their duties as required.
- 35 Maintain a high level of health and safety, maintaining the Gilbert and Goode policies.

GENERAL

- 1 The post-holder will be expected to comply with the Company's policies, procedures and initiatives relating to equal opportunities and health and safety.
- 2 The post-holder will be expected to promote the Group in a positive manner at all times.
- 3 The post-holder is expected to be proactive in identifying how services, designs and procedures can be improved and seeking authority to implement changes which benefit the Company and its customers.

No job description can cover every issue which may arise within the post and the post-holder is expected to carry out other duties from time which are broadly consistent with those in the document.

I accept that this job description is a fair description of the job I have applied for.

Signed: _____

Date: _____