



Gilbert & Goode

JOB DESCRIPTION

JOB TITLE:	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 Progressing, monitoring and reporting all appointed projects to the Head of Department on compliance with technical specifications, contract requirements, planning conditions, ecology and geotechnical requirements and any relevant aspects provided in the pre-construction information.
- 2 Work with the members of the Development team to produce design briefs for all new schemes, technical reviews and design compliance with statutory regulations.
- 3 Define scope of works for external consultants and obtain necessary quotations to meet the requirement of the project in question.
- 4 To assist the Head of Department in administering any document management systems and to ensure that the latest project documents are uploaded, and that all key project members are up to date, through audits or otherwise.
- 5 To note and record any issues reported from site teams where buildability advice and technical guidance is required. Assisting the Head of Department to provide the advice & guidance. Responding to, tracking requests for information and technical queries whilst also maintaining change control.
- 6 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.

- 7 To assist the Development Managers and Sales team with technical elements in the production of sales literature, marketing material and finishes schedules.
- 8 Conducting 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, vertical and horizontal requirements and any boundary reviews.
- 9 Procurement of building control and warranty quotations. Appointment of and the discharging of any building control conditions and warranty plan check requirements. Both for appointed projects and supporting other technical team members in theirs.
- 10 Ensuring technically compliant tender packs are created & issued by the estimating team. Working alongside the estimators and commercial manager for any technical queries during the tender and appointment process of sub-contractors.
- 11 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.
- 12 Assist with and develop pre-construction and technical design programmes, maintaining and reporting to the Head of Department.
- 13 To contribute towards organise and attend design training including relevant CPD, where appropriate liaising with relevant consultants.
- 14 Attend and manage appropriate design team meetings for appointed schemes, contribute and represent at internal group meetings. Involvement and attendance at Design Advisory Group (DAG) meetings as appropriate.
- 15 To assist in maintaining an overview of lessons learnt relating to design and input to standard house types and specifications. Including generally inputting into continuous improvement via involvement with improvement forums and improvement projects.
- 16 To contribute to ensuring current health and safety legislation, particularly the Construction (Design and Management) Regulations and that all risk management procedures are followed.
- 17 To support the delivery of a high level of customer care and client satisfaction at all times.
- 18 Work with engineering manager to assist obtaining and satisfying sectional agreements for appointed schemes.

- 19 Work with engineering manager to assist organising utility enquiries, applications and instructions/procurement, support the management of associated wayleaves, easements or other associated legal agreements.
- 20 Manage obtaining design approvals from the sales team and respective development manager.
- 21 Organise surveys and investigations ensuring effective extraction of aspects which will influence technical design are relayed to the Head of Department and entered into the Pre-Construction Information pack.
- 22 Population and updating of project pre-construction trackers, including management of fee trackers.
- 23 Creating/populating handover documents and the pre-construction information pack for the construction team on appointed schemes.
- 24 Assist with management of Gilbert & Goode and Ocean Housing standard house types and specifications.
- 25 Attending construction sites, reporting on the conformance and quality of construction works.
- 26 General assistance to the Head of Department and Senior Technical Managers in the undertaking of their duties as required.

GENERAL

- 1 The post-holder will be expected to comply with the Company's policies, procedures and initiatives relating to equality, diversity & inclusion, health and safety and safeguarding.
- 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: ____