



Gilbert & Goode

JOB DESCRIPTION

JOB TITLE:	Technical Manager
DEPARTMENT:	Pre-Construction
RESPONSIBLE TO:	Technical Team Manager
PURPOSE OF THE JOB:	To be the technical point of contact for all disciplines and manage the technical design / regulatory approval process for 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 Technical Team Manager and the respective Build Manager on compliance with technical specifications, contract requirements, planning conditions, ecology and geotechnical requirements and any relevant aspects provided in the pre-construction information.
- 2** Assume the role of Principal Designer (Building Control) and manage this process through the design stage, monitor the 'golden thread' and obtain plot sign off from Construction.
- 3** Provide technical input to Development Managers in the production of design briefs for all new schemes, technical reviews and design compliance with statutory regulations.
- 4** Define scope of works for external consultants, obtain necessary quotations and put in place fee appointment documents to meet business procedures and the requirements of the project in question, ensuring value for money is delivered in the provision and procurement of services.
- 5** To manage any document management and portal 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.

- 6 To record any issues reported from site teams where buildability advice and technical guidance is required. To provide the advice & guidance to site teams by responding to and tracking requests for information whilst also maintaining change control.
- 7 Maintain an overview of design approach, including house types, and regularly feed into business reviews of schemes to ensure all developments are of high design quality and meet regulatory requirements, whilst ensuring value for money.
- 8 To produce information pack to the Sales team with technical elements in the production of sales literature, marketing material and finishes schedules.
- 9 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.
- 10 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.
- 11 Ensuring technically compliant tender packs are created & issued to the Commercial team in line with Pre-Development Programme dates. Working alongside the Estimator, Quantity Surveyors and Commercial Manager for any technical queries during the tender and appointment process of sub-contractors.
- 12 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.
- 13 Assist with and develop pre-construction programmes for schemes, maintaining and reporting any changes that put at risk the Pre-Development Programme timings to the Technical Team Manager and Pre-Construction Director.
- 14 To contribute towards organise and attend design training including relevant CPD, where appropriate liaising with relevant consultants.
- 15 Attend, manage and be project lead for appropriate design team meetings for appointed schemes, contribute and represent at internal group meetings as appropriate.
- 16 To assist in maintaining an overview of lessons learnt relating to technical design and input to standard house types and specifications. Including generally inputting into continuous improvement via involvement with improvement forums and improvement projects.

- 17 To contribute to ensuring current health and safety legislation, particularly the Construction (Design and Management) Regulations and that all risk management procedures are followed.
- 18 To support the delivery of a high level of customer care and client satisfaction at all times.
- 19 To manage the process of obtaining and satisfying sectional agreements for appointed schemes and progress these through the legal process.
- 20 Organise, discharge and monitor all scheme specific Planning Conditions.
- 21 To manage utility enquiries, applications and instructions/procurement, support the management of associated wayleaves, easements or other associated legal agreements.
- 22 Manage obtaining design approvals from the sales team and respective development manager.
- 23 Organise surveys and investigations ensuring effective extraction of aspects which will influence technical design are relayed to the Technical Team Manager and entered into the Pre-Construction Information pack.
- 24 Populating and updating of project pre-construction trackers, ensuring management of fee trackers in line with approved budgets and external contracts, as well the scheme risk register.
- 25 Creating/populating handover documents and the pre-construction information pack for the construction team on appointed schemes.
- 26 Assist with management of Gilbert & Goode and Ocean Housing standard house types and specifications.
- 27 Attending construction sites, reporting on the conformance and quality of construction works.
- 28 General assistance to the Pre-Construction Director and Technical Team Manager in the undertaking of their duties as required.

GENERAL

- 29 Undertake other duties and responsibilities as may reasonably be required from time to time by the Pre-Construction Director, the Senior Management Team or other members of the Group Executive Team.

- 30 Be an ambassador of the business and promote the Company in a positive manner at all times.
- 31 Embed and promote a culture of equality, diversity and inclusion in relation to colleagues, customers, tenants and service provision.
- 32 Commit to personal continuous professional development to maintain relevant up to date qualifications, CPD, skills, experience and best practice awareness for Ocean's and post holder's personal benefit.

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: