

Job Title: Technical Manager

Department: Technical

Responsible to: Senior Technical Manager

Responsible for:

Purpose of the Role

- To be involved with a project from land bid or tender by providing construction technical guidance and co-ordination through to the pre-construction design and technical management functions for delivery of the development.
- Act as the Client focal point and Construction Team Co-ordinator during the construction phase of the project.
- To manage the planning and delivery of infrastructure, including services and landscaping on developments
- To manage the work and/or expectations of key project stakeholders and customers, for example project stakeholders, residential customers, external design consultants and suppliers/contractors
- To assist the Senior Technical Manager in the selection and appointment of external design consultants
- Manage the technical design process of a project through planning stage to practical completion

What skills and experience are essential to do this job?

- A pro-active management style with capability to lead and coordinate the managers across a wider team.
- Ability to prioritise and delegate as appropriate effectively negotiate, motivate and communicate in order to influence others to ensure that the required objectives are met.
- Leadership skills including assertiveness, being decisive, flexible, good time management, organised, effective at leading / participating in meetings, works well under pressure and to strict deadlines.
- Experience and knowledge of planning, financial and legal processes.
- A general background knowledge in property combined with a relevant qualification.
- Experience in stakeholder management

What do I need to achieve and deliver to be effective in this job?

- Co-ordinate project teams throughout the planning and development process monitoring progress to ensure the delivery of serviced land parcels on time and in budget.
- Ensure all co-ordination issues relating to tenders and contract issues are implemented between design team, construction team, employer's agent and client.
- Manage the technical and design process of the project from Planning Consent to Practical Completion.
- Providing technical advice on the feasibility of projects, determining constraints and advising on budgets, phasing and timing.



- Produce development fees, utility costs for the construction cost. Liaise with Estimators, Surveyors, Buyers and Construction.
- Undertake financial management and provide budgeting forecasting information for infrastructure budgets.
- Co-ordinate consultant appointments and prepare appointment scopes, design programmes and fee budgets.
- Co-ordinate technical, design and external client issues with the relevant Countryside team.
- Act as the main Client contact during the Construction Phase.
- Produce the Health & Safety construction plan with the Construction Manager and issue monthly CDM statements.
- Address relevant issues with JCT Contracts, Employers Requirements, Contractors Proposals, Insurances, Performance Bonds, Adoption Agreements and Bonds, Warranties, etc.
- In conjunction with Environmental Consultant issue agreed sustainability/Code Pre-Assessment and Energy Strategy.
- Assist Technical Administrators and Coordinators with the preparation of Health & Safety File/O&M Manual.
- Liaise with Joint Venture Partners and Funders throughout the development process.
- Manage, agree and complete legal adoptions of all infrastructure elements.
- Manage strategic statute services, diversions and connections.
- Discharge S106 conditions for the developments.

To be successful in this role I may have experience in these areas:

- Experience of Project Management in either a development company or professional practice.
- Up to date knowledge of best practice and the latest products and specification items available in the marketplace.
- An ability to effectively communicate with all levels of management with respect to client, professional practices and site operators, both internal and external to the Company.
- An understanding of the construction process involving JCT Forms of Contract.
- Experience using a document management system such as Viewpoint/4P/Docelite
- Experience in a Senior Technical Coordinator role or similar

It would be an advantage if I have these qualifications:

- Professional qualification from recognised institution eg. at A level, ONC/HNC, NVQ in Construction
- Evidence of a strong understanding of financial, legal, and planning processes.
- Degree level education or 5+ years relevant industry experience.