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| **Job title:** | Technical Co-ordinator |
| **Department:** | Technical |
| **Responsible to:** | Post Engineering Manager |
| **Responsible for:** | N/A |

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| **Job Purpose:** |
| To provide responsive and professional Technical process co-ordination for the region, upholding quality standards in all activities. |

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| **Main Duties and Responsibilities:**  **Effectively coordinate the management company process**   * Coordinate the management company process from tender analysis through to handover and legal transfer and provide weekly progress updates to the Technical team   **Effectively coordinate the closed site adoption and bond process**   * Coordinate the closed site adoption process with support from Engineers when required including managing section agreements   **Effectively coordinate utilities and services for sites**   * Procurement of existing site utility plans for any perspective sites * Manage the procurement, appointment and delivery of Multi Utility contracts for all new developments with support from Engineers when required   **Provide support to the Technical team to ensure documentation control and guidelines are adhered to and managed effectively and consistently**   * Work with the Technical team to manage and control documentation according to internal requirements * Manage and support wider teams with the utilisation of document control systems such as DocHosting and Sharepoint * Ensure office systems and databases are updated accurately and regularly   **Other**   * Co-ordinate Technical aftercare queries to ensure they are resolved as quickly as possible * Support the Technical department with other ad hoc reporting or query requirements * Identify and implement ways to improve processes, systems and efficiency within the Technical team * Comply with and uphold company policies and procedures * Undertake any additional tasks or projects as may reasonably be required |

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| **Key Attributes** | Core:   * Excellent communication skills * Excellent planning and organisational skills * Self-driven and proactive * Supportive and directive to ensure deadlines are adhered to * Ability to manage own workload and reprioritise when required to ensure deadlines are met * Willingness to learn * Flexible and versatile * Ability to work as part of a team as well as on own initiative * Excellent attention to detail * Ability to identify and implement process improvements |
| **Qualifications/**  **Experience** | Core:   * Construction industry experience * Experience of co-ordinating own workload and supporting a team * Competent in using Microsoft office and bespoke IT systems * Ability to maintain and record accurate and timely information * Experience in providing customer service with professionalism, representing the brand at all times |
| Desirable:   * Working knowledge of the house building industry * Technical experience and knowledge * Ability to utilise AutoCAD |

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| **I confirm I have read and understood my job description.** | | | |
| Employee Name |  | Date |  |
| Employee Signature |  | Date |  |
| Line Manager Signature |  | Date |  |

I*t is a requirement of Story Homes that all staff work in a flexible manner compatible with their job and in line with the objectives of the company. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the business.*