

**Job Code:** Development Co-ordinator

**Reporting to:** Pre-Construction Manager

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**Purpose:**

Review available documentation for a land bid, partnership or tender, working closely with the Estimating Team, Pre-Construction Manager and Land Manager, gathering information, and summarising to present to the wider team for bids.

Liaising with utility suppliers, highways, and engineers to understand budgets and constraints,

Have an understanding of section agreements, such as 278, 38's, and 106's and 104's

Ensure projects are managed in a consistent manner including management of programme, management of risk, and co-ordination with our external consultants, and inhouse departments. Working with the Lovell Sales team to coordinate the sketch layouts taking schemes up to planning,

Attending adjudications working together with the estimators to provide a full appraisal of the sites to the Senior Management Team.

Provide a clear and concise handover of the scheme to the technical and operational team, for them to develop and take through planning and onto site.

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<b>Achieving Results</b>
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- Having a general overview and understanding of each project ahead of adjudication
- Taking ownership of projects, from concept to planning submission
- Working collaboratively as part of a team during the pre-construction stages up to planning submission
- Co-ordination with the early Design Team and Specialist to meet design requirements ready to submit into planning.
- Inputting on the design process to meet requirements of the sales department and the Lovell brand.
- Ability to use cut and fill modelling software would be an advantage
- Understanding of SuDS design and requirement

<b>Managing the Process</b>
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- Managing workload effectively
  - Brief Consultants on expectations and obtaining their fee for appointment, or budget.
  - Control, manage and report on Pre Construction expenditure as required.
  - Coordinate with all parties, ensuring all information is pulled together for adjudications.
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- Working with an engineer to establish S38/278/104/106 needs and drainage design.
- Seek utility quotations.
- Carry out a review of all drawings and layouts and add comments.
- Carry out a review of brownfield sites, ecology, archaeology, arboricultural, and topography risks.
- Manage and capture information throughout the project.
- Manage the handover process to the technical and operations team.

#### Serving the Customer

- Understand the requirements of the Sales department, Clients and partners and deliver those requirements and communicate this to the technical and operational team.

#### Delivering Quality

- Encourage innovative cost-effective solutions, but ensuring the brand and customers expectations are not affected

#### Managing People

- N/A

#### Technical Skills and Knowledge

	Basic	Intermediate	Advanced
Microsoft Word			
Microsoft Excel			
Microsoft Outlook			
Contracts and contract documentation			
Construction materials			
Design			
Auto CAD			
Asta Power Project			
Construction methods and technology			
Environmental legislation and issues			
Planning techniques			
Management systems			
Health & Safety			
Negotiation			
Value creation			

<b>Training Matrix</b>
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A training matrix for this role, which includes all the compulsory training, is published on the Regional Server and the People Development site; Sharepoint. Full course descriptions explaining the content of these courses are also available on Sharepoint.

Name of Mentor Appointed by Regional Technical/Development Manager \_\_\_\_\_

- Regional Induction
- Online Holiday Management
- Service First Workshop
- CSCS Test & Card
- PAVES – 2 years review
- Asta - Powerpoint
- CDM – Principal Designs & Duty Holder & Responsibilities
- Design & Specification Workshop (in-house)
- NHBC Building Regs & Control Course
- eLearning:
  - Morgan Sindall / HR
  - Sustainability Awareness
  - Customer Care
  - Asbestos Awareness
  - Sharps Awareness
  - Manual Handling
  - Fire Awareness
  - Considerate Constructors (x2) – Women in Construction & Mental Health
- Project Plus – overview on induction, followed by job specific detailed briefing
- LIMS Procedures and Standard LIMS Forms Briefing
- Asbestos Awareness – Tutor Session/every 3 years
- Business Policies and Safety TILES
- Diversity in The Workplace
- Driver Training (If applicable - dependant on annual mileage)

Optional:

- Mental Health Workshop (in-house)