

Job Code: 080 **Regional Technical Director**

Reporting to: **Regional Managing Director**

Purpose: **To manage and support the technical and design teams to achieve efficiency and desired results**

Achieving Results

- Timely start of projects to achieve regional forecasts
- Consistent value engineering to achieve cost efficiencies
- Compliance with pre-start requirements
- Suitably resourced design and development departments

Managing the Process

- Co-ordinate, direct and lead both development and design departments (technical department)
- Ensure technical team are sufficiently resourced
- Contribute to the regions forward business planning
- Drive scheme progression towards site start in order that regional forecasts are met
- Ensure robust technical evaluation of tenders and land bids
- Ensure effective communication and flow of information between technical, commercial, operations, business development and sales departments
- Appraisal of new building products and legislation
- Prepare monthly report on activities of technical departments and scheme progression details for monthly board reports.
- Attend pre-qualification interviews and presentation
- Communicate effectively with clients as to the technical aspects of any scheme and the progression timetable
- Procure production and management of pre-construction programs
- Attend tender launch meetings and carry out site visit
- Ensure planning and building control issues are addressed
- Attend client pre start progress meetings
- Provide support to commercial teams with procurement of design and supply/install packages
- Act as tender Bid Manager when required, and provide support to the preparation of written tender submissions.
- Ensure timely appointment of consultants and designers on satisfactory terms

- Oversee management of existing consultant activities
- Health and Safety - All employees have a statutory duty to look after their own safety and to give due consideration for the safety of others. Employees also have specific responsibilities as set out in the Company Health and Safety Policy.
- Equality & Diversity - All employees must comply with the Company Equality and Diversity Policy, ensuring that at all times behaviour is fair and non-discriminatory.

Serving the Customer (Internal and External)

- Manage information flow between all parties
- Ensure tender design satisfies employer's requirements
- Provide interface between Design and Estimating
- Provide technical briefings / presentations to other departments or clients, as needed
- Manage client expectations with regard to;
 - Timescales
 - Design
 - Planning

Delivering Quality

- Encourage innovative cost effective design and technical solutions
- Provide all design, engineering and client specification details at pre-start stage

Managing People

Monitor and Feedback on Performance

- Carry out annual and interim Performance & Development Reviews
- Control attendance

Comply with Lovell Policy and Employment Legislations, relating to;

- Recruitment
- Induction
- Discipline & Grievance
- Health, Safety and Welfare
- Absence Management

Regularly Communicate

- Conduct departmental meetings, as required
- Cascade client needs / project changes on a one-to-one basis, as required

Give and Receive Feedback

- Be open to ideas and suggestions from within the team, particularly relating to individual areas of specialism

Support Learning and Development

- Support staff to enable development in line with their PDP
- Encourage progression towards full professional membership, where appropriate

Technical Skills and Knowledge

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

TRAINING MATRIX

A training matrix for this role, which includes all the compulsory training which is required, is published on the People Development site in INSITE. Full course descriptions explaining the content of these courses are also available on INSITE.