

**Job Code:** Technical Manager

**Reporting to:** Regional Technical Director

**Purpose:** To ensure the timely progression of schemes through Pre Start stage to physical start on site and to support the build stage accordingly.

#### **Achieving Results**

- Timely start of projects
- Value Engineering
- Compliance with pre-start requirements

#### **Managing the Process**

- Management of design process during construction process
- Co-ordination of Design Team and Specialist subcontractors
- Attend Contract Launch meeting to agree accountabilities.
- Process Manage design interface between packages.
- Design information and maintain drawing registers.
- Technical evaluation of scheme proposals
- Appraisal of new building products and legislation
- Ensure planning and building control issues are addressed
- Attend client pre start and progress meetings
- Assist Surveyor with procurement of design and supply/install packages
- Appointment of consultants and designers
- 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)**

- Provide technical advice as necessary.
- Manage information flow between all parties
- Ensure tender design satisfies employer's requirements
- Provide interface between Design, commercial and operations.
- 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

#### Comply with Lovell Policy and Employment Legislations, relating to;

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

#### Regularly Communicate

- 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

### 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/Asta			
Microsoft Outlook			