

Job Code: Technical Manager

Reporting to: East Midlands Area Director

**Purpose:** To manage the development/technical team, ensuring that the co-ordination of construction details is managed, to manage flow and accuracy of timely design information, to ensure that all relevant building regulations and similar is managed and ensure compliance and to help manage technical and build risk across the region.

---

#### Achieving Results

- Control of information flow to ensure timely provision to commercial and operations teams to help ensure timely starts on site, and regular progress of works.
- Co-ordination of Design Team and Specialist Consultants
- Management of design process during pre-construction and construction phase
- Early identification and management of build risk and constraints and advise commercial and operations team.
- To participate where required in upfront, work winning activities to advise bid teams on technical and development points and to help with the identification and management of potential constraints.
- To control and develop Planning applications with Local Authorities to achieve a successful Planning determination in conjunction with external consultants and internal departments

#### Managing the Process

- Liaise with external 3<sup>rd</sup> parties to achieve technical approvals as required
- Process design information and maintain drawing registers
- Provide technical advice as necessary, check and challenge external and internal design drawings and details
- Review design and specifications for alternatives to provide added value
- Monitor release of design information against agreed programmes
- Manage design interface between packages
- Liaise with external consultants to provide relevant surveys and reports for planning applications
- Work alongside other internal departments and stakeholders during bid processes to ensure that robust technical appraisals are carried out and advice is provided on issues and constraints that may be present.
- Appraise and advise on new building techniques, regulations and products.

- Communicate effectively with clients', both internal and external, as to any technical aspects of schemes
- Attend tender launches carry out site visits, where appropriate
- Assist and advise in the production of pre-construction programs
- Attend and contribute to regional progression meetings and ensure communication flow.
- To co-ordinate, direct and lead development/technical department, manage subordinates performance and to ensure the department is sufficiently resourced.

### Serving the Customer

- Ensure Development Co-Ordinators and Architectural Technicians are appropriately managing information flow prior to and during the construction design phase and co-ordination of design team,
- Ensure tender design satisfies employer's requirements.
- Provide interface between Design and Estimating.
- Provide technical briefings / presentations to other departments or clients, as needed
- Work with other departments and colleagues to manage client expectations with regard to pre-construction programs, design and constraints.
- Provide briefings and presentations to other departments as required.

### 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
- Fairness, Inclusion and Respect

#### 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

## Supporting the Region

- Communicate with, understand the needs of and work alongside other internal departments in working towards achieving regional aims and the regional business plan.

### Technical Skills and Knowledge

	Basic	Intermediate	Advanced
Microsoft Word			
Microsoft Excel			
Microsoft Outlook			
Contracts and contract documentation			
Construction materials			
Design			
Construction methods and technology			
Environmental legislation and issues			
Planning techniques			
Management systems			
Health & Safety			
Negotiation			
Value creation			
Life cycle costings			

### 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.