

**Job Title:** Senior Design Co-ordinator / Design Coordinator

**Reporting to:** Technical Manager

**Purpose:** Ensure Lovell carries out its contractual responsibilities for co-ordination of construction details. Manage flow of design information. Manage design input of specialist subcontractors.

<b>Achieving Results</b>
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- Control of information flow
- Produce weekly design reports
- Monitor release of design information against agreed programme

<b>Managing the Process</b>
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- 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

<b>Serving the Customer (Internal and External)</b>
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- Provide technical advice as necessary
- Responsibility for specific projects, or working in conjunction with the Senior Design Coordinator and/or Design Manager dependent on the contract.
- Assisting with management of construction design phase as required

<b>Delivering Quality</b>
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- Encourage innovative cost effective solutions
- Review design and specifications for alternatives to provide added value

Technical Skills and Knowledge
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	Basic	Intermediate	Advanced
Microsoft Word			
Microsoft Excel			
Microsoft PowerPoint			
Microsoft Outlook			
AutoCAD			
Power Project			
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			