

## ROLE PROFILE

<b>ROLE TITLE</b>	Technical Coordinator
<b>DEPARTMENT</b>	Operations
<b>OPERATING ASSOCIATION/ DIRECTORATE</b>	Orbit Homes
<b>RESPONSIBLE TO</b>	Technical Manager
<b>RESPONSIBLE FOR</b>	Technical Assistant

### ROLE PURPOSE

- The Technical Coordinator is responsible for ensuring that all information is available to Construction and other departments to meet the project programme for his or her allocated sites / projects. This includes providing a complete and comprehensive package of technical documents to site to meet Build deadlines.
- To liaise with and advise other departments on engineering and technical service issues associated with allocated sites / projects and interface matters and to provide backup and information flow.
- Work with consultants, suppliers and manufactures to ensure the preparation of technical support information in accordance with the programme and budget for allocated site.

### ACCOUNTABILITIES / RESPONSIBILITIES

- Organise enquiries, designs and quotations; ensure timely receipt of information and provision of information to all relevant departments.
- The ability to recognise problems and deal with them in a speedy, effective and efficient manner.
- The ability to get on with people together with good communication skills.
- Brief and manage external consultants in the preparation and issue of production information for allocated sites to an agreed programme.
- Preparation of the Pre-Contract Development Programme for allocated sites, ensuring it is accessible to all and up to date.
- Prepare technical specifications in line with the requirements determined by the land acquisition / client requirements.
- Attend site progress meetings and carry out site inspections as necessary.
- General liaison and co-ordination between other parties, both internal and external.
- Respond to site and sales queries and resolve Technical / Construction problems.

**KNOWLEDGE/SKILLS/EXPERIENCE/PHYSICAL REQUIREMENTS**

Essential	<ul style="list-style-type: none"><li>• A good technical knowledge of civil engineering and building construction is essential.</li><li>• A working knowledge of planning and building regulations. NHBC, Highway Authority, Sewerage Authority and Utility Design requirements is necessary together with associated legislation relevant to the construction industry.</li></ul>
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Orbit is an Equal Opportunities Employer and all staff are required to understand and adhere to Group and local policies and procedures relating to Equality and Diversity

Orbit requires all employees to understand and adhere to Health and Safety policies and procedures

Orbit requires all employees to understand and adhere to all Orbit policies and procedures and Standing Orders.

Signed by Employee		Date	
Signed by Manager		Date	