**Technical Coordinator**

To participate in the management and co-ordination of the external consultant team through all stages of project procurement (Land & Planning, Commercial, Production, Sales and Adoptions) and actively support the Project teams in all matters arising.

**Key accountabilities**

* Assisting in the preparation and submission of planning applications
* Participate in managing the preparation of information required for clearance of all planning conditions.
* Ensure thorough co-ordination between all consultants
* Attend internal and external team meetings
* Participate in managing fees budget in accordance with regional conventions and protocols and effectively manage and administer same through entire life of project.
* Secure Building Regulations/Statutory approvals
* Prepare, submit and secure Building Regulations Approvals for developments.
* Clear all Building Regulation conditions to ensure CML’s can be delivered in line with Regional Budget.
* Maintain a good understanding of environmental/ecological constraints to development and ensure that appropriate mitigation is undertaken to allow development
* Prepare Working Drawings and Collate all supporting information
* Arrange for the preparation of all working drawing requirements
* Undertake detailed assessment and approval of all supporting suppliers and manufacturer’s information
* Obtain all assessments and ensure compliance
* Ensure structural assessment of all house type drawings is undertaken by an approved consultant.
* Review and comment on technical content of all sales literature to ensure compliance with working drawings
* Accuracy of issue and working to tight deadlines and programmes is essential.
* As a priority, deal with the resolution of site queries in close conjunction with the Project Manager and liaise with Site Manager/Sales Executive to ensure continuity of build progress/sales progress.
* Prepare for, attend and participate in all necessary key meetings as required by the Operational Framework.
* Attend all site based and Head Office Development Meetings as necessary.
* Input into health, safety and environmental check lists including house type risk assessments.
* Any other duties as defined and required by the Technical Director and Technical Manager.
* Attend progress meetings with Housing Associations and other none residential land uses and ensure appropriate information is provided to allow planning and contractual requirements to be met.
* Produce any home user guide information required by housing association.

**The Person:**

* Full Technical understanding and knowledge of regulatory constraints
* Ability to demonstrate continuing development and understanding of emerging requirements
* Understanding of the planning process.
* Detailed experience of building regulations process
* Project Management Skills.

**In order to be successful in this role you must be able to prove eligibility to work in the UK.**

**The Company:**

Taylor Wimpey is a FTSE 100 business and one of the largest residential developers in the UK, building new homes and communities across England, Scotland and Wales.

Our vision is to become the UK’s leading residential developer for creating value and delivering quality. We build over 10,000 homes each year, from one-bedroom apartments to six-bedroom houses all across the country.

Our people are passionate about the house building industry and about our customers. Culturally we pride ourselves in having a diverse work force with an opportunity to grow a career in a variety of environments. We look to develop our people in the skills and areas they are most interested in so if you are looking to join a thriving company going through an exciting period then please get in touch.

**Internal applicants – please advise your Line Manager if applying for this role.**