

Key Requirements & Responsibilities:

Reporting to the Contracts Manager/ Project Manager the ideal candidate will have:

- An Architectural qualification (desirable but not essential)
 - Design/Construction on site experience
 - 5 years plus experience in a similar role
 - The expertise to provide a platform for good communication and coordination between Architects, Structural Engineers and Service Engineers
 - A good all-round knowledge of the construction industry across all disciplines including technical aspects of design and construction details
 - A good understanding of building regulations BCAR, TGD, environmental & health and Safety regulations
 - Experience in BIM related systems
 - An understanding of the various MEP systems
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- Ensure ER's are met, and expectations are clearly discussed and agreed while building a trusted relationship with the client as the project progresses
 - Responsible for dealing with sub-contractors and developing innovative and coordinated design solutions, responding to on site issues
 - Display efficient and structured time management, while developing programmes and delivering documentation promptly
 - Take responsibility for presenting design solutions to clients and coordinating with the relevant design team
 - Responsible for ensuring Quality Assurance is carried out on the project, keeping project documentation organised and filed correctly for others to use and access easily
 - Recording project issues and tracking progress promptly, including taking minutes and issuing updates to the client and design team
 - Carrying out on site checks and monitoring progress producing regular reports
 - Coordinate closely with the BIM team assisting with designing out model clashes
 - Recording and tracking lessons learned for continuing design improvement
 - Liaise with the construction site team to collate, prepare, manage and monitor the flow of information in the form of RFI schedules.
 - Work with the project team to produce a clear and well-defined procurement tracker.
 - Coordinate, manage and monitor the Technical submittal tracker.
 - Coordinate shop drawings between subcontractors and design team.
 - Liaise with specialist subcontractors to manage the flow of design information.
 - Arrange & attend relevant meetings such as Design team meetings, client meetings, coordination meetings and subcontractor pre-appointment meetings.
 - Collaborate with the Project team to track design information requirements against the construction programme.
 - Display a good understanding of construction sequencing.
 - Collaborate with the project team on possible Value Engineering solutions.