

Key Requirements & Responsibilities:

Reporting to the Contracts Manager the ideal candidate will have:

- An Architectural qualification and background
- Design/Construction on site experience
- 5-10 years' experience in a similar role
- Provide a platform for good communication and coordination between Architects, Structural Engineers and Service Engineers who all work direct for Colleen on the project
- Ensure any Design development is communicated with Colleen CM and QS from a financial aspect,
- Have good commercial and contractual awareness
- Hold and Lead workshop meetings with specialist Sub-Contractor
- Coordinate and track the submittal and approval process of Designs and materials ensuring Client Rep sign off and approval
- Look at risk/design problems by finding solutions with our Design Team before they materialize.
- Develop look ahead plans
- Plan and co-ordinate with site PM and SM making sure all parties are aligned
- Have good planning and programme skills
- Should have a good all-round knowledge of the construction industry across all disciplines including technical aspects of design and construction details etc.
- Should have a good understanding of building regulations BCAR, TGD, environmental - health and Safety regulations
- Attend Site Meetings and report on progress
- Good negotiating and presentation skills