

## Job description:

### Technical Co-ordinator

**Reports to:** Director in charge of QM

**Based at:** Thane Studios, 2-4 Thane Villas, London, N7 7PA

**Purpose:** To provide support to our design teams across all studios where we are appointed under the Construction (Design and Management) Regulations 2015. This is a key role ensuring compliance with our statutory duties. A part of the role will be ensuring compliance with our quality management (QMS) processes.

#### CDM

- Assist design teams with the delivery of the Principal Designer role
- Issue with F10 notifications to HSE, where requested by client
- Coordinate and distribute pre-construction information to other members of the design team and contractors
- Oversee risk management logs
- Train new staff on CDM regulations and designers' duties
- Advise staff on implications of CDM regulations
- Assist designers to prepare Risk Management Logs for their projects
- Prepare standard letters and forms
- Respond to specific CDM competency questionnaires

#### Quality and Environmental accreditations

- Review, draft and implement new and current methods and templates
- Assist staff to apply QMS to projects
- Coordinate senior staff, where appropriate, on QMS changes
- Arrange, prepare and attend internal and external audits
- Arrange, minute and chair QMS review meetings
- Retain BS EN ISO 9001 and BS EN ISO 14001 accreditations
- Input into software choices and review impact on standard working practices

#### Technical Support

- Maintain technical and product library
- System administrator for IHS 'Construction Information Service'
- Contract administrator for NBS
- Manage subscriptions and memberships of relevant professional institutes and construction organisations
- Assist Bid team in responding to technical questions in EOIs, PQQs and Constructionline
- Maintain schedule of H&S responses
- Maintain schedule of QMS responses
- Attend DIOHAS (Designers' Initiative on Health and Safety) Group Meetings

### **Pi compliance and legal**

- Assist Business Director with drafting of appointment documents
- Maintain register of active sub-consultants, including PI certificates and appointments
- Arrange, prepare and attend internal and external audits and risk management reviews

### **Databases**

- Update Project Quality Plan and JobBook databases
- Update induction records

### **Dissemination**

- Inform Communications team of any updates to the Intranet

### **CPD**

- Arrange programme of events and seminars, in coordination with studios
- Maintain database of seminars and attendance at in-house training
- Coordinate the programme to assist students preparing for their professional exams
- Arrange training and book tests for staff taking CSCS Health, Safety and Environment test

### **Promap**

- Knowledge of purchase and download of digital map data, aerial photographs, historic maps and other site data for project teams for the areas they specify

### **Inductions**

- Deliver QMS and health and safety inductions

### **Health and Safety**

- Maintain health and safety records as necessary
- Preparation of risk assessments with Practice Manager
- Collate evidence and coordinate CHAS accreditation
- Monitor and maintain survey equipment and PPE

### **Budgets**

- Prepare and monitor budgets

### **Skills**

- Broad understanding and knowledge of construction health and safety issues and the Construction (Design and Management) Regulations 2015
- Experience of construction and the construction industry
- Understanding of architectural design and the design process
- Ability to work well as part of a team and to meet demanding deadlines
- Good communication and people skills – both verbal and written
- Good attention to detail
- Calm and professional manner in all communication both internal and external