**ROLE PROFILE**

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| **Function** | **Technical** | |
| **Job Title** | **Technical Trainee** | |
| **Grade** | **C2** |  |
| **Reporting Lines** | **Reports to** | **Development Managers, Technical Manager, Technical Director** |
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|  | **Direct Reports** | **N/A** |

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| **Aim of the role**  The purpose of the role will be to support – and be an integral part of – the technical team, helping manage the day to day delivery of the technical information to the agreed business plan and to support other departments in respect of any technical matters.    **Responsibilities and Duties**   * To assist with all aspects of planning, architectural and engineering duties to provide technical support to all regional departments and site-based teams; * To assist with the management of documents and technical design information, uploading to Asite or other applicable document systems; * To assist with the completion of registrations and applications for NHBC, Building Control, Planning and other entities, including updating portal information; * To assist with the briefing and appointment of architectural and engineering services, issuing of purchase orders and processing invoices for payments; * To assist in managing external architects and consultants in the preparation and issue of working drawings to an agreed programme, fee, and scope; * To assist in collation of handover documentation and Health and Safety files; * To assist with enquiries and obtaining quotations for utility services including plot connections and meter; * Attend meetings and sites at various stages of project including design team and site development meeting; * Respond to customer queries and resolve technical and construction issues.   **Knowledge Skills and Experience**   * The successful candidate will need to have a keen interest in design and housing development; * Ideally undertaking or recently completed a construction related course such in Construction and the Built Environment, Civil Engineering and Architectural Technology; * The position requires the successful candidate to be competent in Microsoft Outlook, Word and Excel packages * Must be enthusiastic, focused and hardworking individual with excellent time management and an ability to work successfully to tight deadlines/targets; * They should have an eye for detail and be able to work on their own initiative as well as being committed and a team player. |

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| **Our Behaviours - Contributor** | |
| Trust and Integrity | * Maintains confidentiality * Acts in a way that builds trust and confidence * Treats everybody with dignity and respect |
| Enable and Support | * Develops positive working relationships with colleagues * Respects the views and opinions of others * Takes pride in the work they deliver as a team |
| Inspirational and Motivational | * Self-motivated * Has a positive impact on others * Solution focussed * Strives for continuous improvement |
| Self-aware and resilient | * Practices self-reflection * Reflects on own strengths and areas of development; seeks to make positive changes * Awareness of personal limits and sets boundaries * Understands the impact of their behaviour on others and seeks to have a positive impact |
| Purposeful and Decisive | * Considers the bigger picture * Knows when to say no and when to escalate * Committed to delivering objectives * Prioritises workload |

