**ROLE PROFILE**

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

|  |
| --- |
| **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.
 |

|  |
| --- |
| **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
 |

