

Harworth

Transform Regenerate Revitalise

JOB DESCRIPTION

JOB INFORMATION	
Job Title:	Technical Assistant
Department:	Central Services (Supporting the wider business)
Site:	Advantage House
Working Hours:	8.30 to 5.00

POSITION IN THE ORGANISATION	
Reports to:	Technical Acquisitions Manager
Responsible for:	Technical support across the business relating to potential acquisition sites, new and existing development projects

OVERALL PURPOSE OF JOB
<p>This role reporting to the Technical Acquisitions Manager requires Engineering, Technical and environmental due diligence on a range of challenging sites as part of the process of providing cost effective development platforms. The role supports the wider team in the development of solutions, management and coordination of technical solutions for site remediation, serviced plot developments including liaison with external consultants, contractors, project managers and specialist external consultants as well as statutory/regulatory bodies and Local Authorities. The key focus of the role will be supporting the early stage technical due diligence required to identify and produce effective ground remediation, delivery and servicing strategies for large complex sites. A key element of the role is working effectively to a programme and prioritising work to ensure delays do not occur.</p>

GENERAL DESCRIPTION – TASK RELATED
<p>Working with and supporting the existing team and regions this role includes;</p> <ul style="list-style-type: none">• Supporting the delivery of cost effective site remediation solutions including design packages in accordance with the desired development proposals and the current legislative framework• Delivery of site due diligence packages for use in land purchase planning, sales contracts, site development and gaining planning permissions• Procure and deliver all technical infrastructure reports for each project

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- Identify, maintain and work within effective project programmes
- Working within a set development budget and wherever possible identify and implement cost reduction.
- Provision of advice and input into masterplanning and planning applications including design details, programming and cost implications
- Input into land sales including advice on plot abnormalities, programme and contract requirements
- Review cost plans and appraisals and obtain regulatory approvals to increase profitability of each project. Budget control within the area of responsibility
- To report on a regular basis to the Technical Acquisitions Manager on key decisions, programme, quality and cost issues
- To be aware and implement new technologies and techniques where appropriate into specific projects to ensure that the company meets planning legislation requirements and produce the most appropriate finished product
- Share experience and skills for the wider benefit of the company and stakeholders.
- Works closely with colleagues and offers support in areas beyond the limits of responsibility.
- Understands the big picture, with a good eye for detail
- Recognises the importance of customer, stakeholder and shareholder perception.
- Willing to take appropriate steps to build the reputation, image and performance of the business.
- Understands the underlying cause of an issue before presenting a considered, viable solution.
- Is not afraid to admit when things go wrong and learn from mistakes.
- Works with people inside and outside the business to make sure of their understanding of business requirements.
- Is innovative, independent and solution driven to get results

QUALIFICATIONS:

This role requires an Engineering background in a Civil Engineering, Ground Engineering or Geo Environmental role. The candidate should be a member of a recognised professional institution (ICE, CIWEM, IES, IEMA, BGS) with 3 years plus experience and working towards full membership of their respective professional institution.

This is a highly technical role and candidates will be required to demonstrate a broad technical experience base in their professional experience to date

SKILLS & EXPERIENCE:

- Experience within a team environment of supporting/delivering solutions within major remediation, commercial and residential development projects.
- Demonstrable ability to manage costs and work within tight budgets.
- Experience of contact/negotiation with statutory and regulatory bodies as well as Local Authorities
- Good communication skills and ability to work collaboratively as part of a team
- Ability to challenge constructively the accepted norm.
- Thorough understanding of the principles of remediation, infrastructure, construction and commercial contracts.