

TREVETH HOLDINGS LLP

Role profile

Role title	Technical Manager
Reports to (role title)	Senior Procurement and Delivery Manager
Version	1.0

Approving manager	
Date	

Role purpose

Reporting to and working alongside the Senior Procurement and Delivery Manager, the role leads on all the technical design aspects of Treveth's projects. Working across a range of projects, on a day-to-day basis, in collaboration with Treveth's assigned Development / Project Managers. Key areas of overview include review of architectural, structural, civils and highways project information, together with MEPH (including renewable systems infrastructure contractors' design information).

Manage the review and development of detailed project information, section agreements and statutory approvals, contractors design information, quality and compliance from pre-acquisition through to handover and aftercare, supporting the delivery of a quality product, safely, within agreed budgets and timescales and resulting in excellent customer satisfaction.

This is a collaborative role promoting good quality, sustainable design principles whilst ensuring value for money and the viability of Treveth's schemes, also working in a coordinated manner with Treveth's Decarbonisation & Environment Manager & Renewable Energy Consultant (encompassing renewable systems, carbon accounting and biodiversity net gain requirements) and Construction Quality Manager (day to day site quality review and inspection).

Dimensions

Annual financial accountability
Operational budget for a portfolio of development schemes worth in excess of £100 million.
Management accountability
<p>Nature of management:</p> <ul style="list-style-type: none"> Part of Treveth Development's management team. <p>Number of staff managed:</p> <ul style="list-style-type: none"> Management of external project teams of consultants and supply chain partners. Management of Treveth team assistants / support role.

Accountabilities

The particular duties and accountabilities may vary from time to time without changing the general character of the role or the level of responsibility entailed. Individual objectives will be agreed

- Contribute to the successful delivery of all projects in line with Treveth's Business Plan, Project Business Cases and the Company's strategies and objectives.
- Ensure technical and design aspects of project team briefs align with the Company's strategies & objectives, working to secure financial and carbon efficiencies particularly in respect to sitewide infrastructure, groundworks and retaining.
- Support the assigned Development / Project Managers with day-to-day liaison with the local authority Planning team (particularly conditions discharge), Highways and other relevant Council Departments.
- Lead role, in coordination with Treveth's assigned project teams, with respect to the review and development of all technical design aspects of Treveth's projects including supporting the production and coordination of efficient and effective tender information. This to encompass provision of technical guidance at pre-planning stages, lead review role for post-planning design information and lead responsibility for ensuring and tracking the timely resolution of planning conditions discharge and section agreements.
- Support the ongoing management and continuous improvement of Treveth's Design Manuals and tender documents, that embody the principles of good quality, sustainable development but also seeking to balance the viability and target financial returns to the Company.
- Lead technical reviews of projects, to drive the performance of all schemes through thorough review of content; also considering revenue streams, costs, risk, quality, efficiency, practicality, environmental performance and timely execution of projects.
- Support timely and accurate monitoring and reporting of the technical design and specification, quality and compliance of Treveth's Development schemes as assigned.
- Proactively support the management of risk and opportunities across Treveth's construction projects at a project level.
- Provide technical input to the Project Managers when producing the design, planning, procurement and delivery programmes and ensure adherence to scheme deadlines.
- Provide initial technical advice and support to the Development and Operations teams through the acquisition and planning stages and, more particularly, the Construction team through project delivery stages.
- Where required, lead on the commissioning of suitable consultants and suppliers to ensure adequate resources and expertise are in place to achieve required quality within agreed timescales and budgets.

- In conjunction with assigned Project Managers, help to ensure detailed designs optimise scheme returns and incorporate agreed Treveth standards.
- Help the Treveth team to ensure costs are being controlled within budgets and schemes are being designed to reflect cost plan targets.
- Ensure the compliance of schemes to all required Statutory and agreed technical standards.
- Help to ensure high standards of health, safety and wellbeing are embedded within assigned Treveth schemes. Proactively engage with the design and delivery process to promote safety through good design and planning.
- Help to drive continuous improvement and encourage best practice in project design and delivery process.
- Maintain up-to-date professional knowledge of relevant policy changes, industry and market trends to ensure activity is aligned with contemporary practice and help to maximise opportunities for the Company. Contribute to shared learning across the Company.
- Represent Treveth on appropriate partnerships and outside bodies that further the achievement of the corporate priorities.
- Continually promote and personally operate in an ethical manor, conforming to all business procedures and practices.

Corporate accountabilities

Customer Experience

Drive to continually improve customer satisfaction and maintain a clear and consistent focus on delivering outstanding customer experience

Health, Safety and Wellbeing

Proactively manage health and safety risks and lead on the creation of a positive health and safety culture to safeguard the health, safety and wellbeing of yourself and others. Understand your health and safety responsibilities and lead on compliance with council policy and procedures.

Decarbonisation

Support the development and implementation of Treveth's corporate strategy to be carbon neutral by 2030 in a holistic and viable manner.

Equality & Diversity

Work to eliminate unlawful discrimination, harassment and victimisation and report incidents as they occur. Treat everyone with dignity and respect and ensure individual's needs are met. Challenge inappropriate behaviour and language constructively, advising on alternatives so the opportunity for change can be considered

Safeguarding

Maintain awareness of Treveth policies and practices regarding the safeguarding of children, young people and/ or adults who may be at risk. Report concerns/ allegations in accordance with corporate guidance and procedures

Information security and governance

Manage information in line with Treveth policies, procedures and guidance on subjects such as Data Protection, confidentiality, information security and sharing, the information lifecycle and data quality, to ensure compliance and efficient and effective information governance.

Knowledge, skills and Experience Required

- Experience working in the development/construction sector as a technical manager on high quality residential projects from inception to completion.
- Additional experience in other sectors, particularly commercial, mixed use and/or regeneration, would be an advantage.
- Full project lifecycle awareness including briefing, feasibility, design, planning, development, procurement, logistics, manufacture & assembly, commissioning, handover and post occupancy monitoring.
- Strong technical design review and management capabilities with the ability to energise and align people to deliver outstanding performance.
- Good stakeholder management skills and demonstrable experience of working closely with contractors, statutory undertakers, planning, highways and environment officers and other relevant local authority consultees.
- Commercial and financial awareness.
- Demonstrable risk & opportunity management skills
- A strong team player, able to offer a 'hands-on' approach and collaborate to get things done within a matrix organisation.
- Architectural technology, engineering or construction related degree or other relevant technical qualification.
- Professional accreditation and/or CSCS card desirable.