

# Job Description

## Design Coordinator

**Reports to**

Technical Services Manager/Technical Director

**Direct and Indirect Reports**

None

**Our Mackley Mission**

“To be nationally recognised as an innovative leader throughout the civil engineering and construction industry through sustainable growth”

**Our Vision and Values**

- **Professionalism:** Our technical expertise enables us to deliver quality projects safely, on time & at realistic cost. We are recognised for our professionalism; quality, honesty, integrity, safe working, reliability, and consideration to the environment as an established company.
- **Teamwork:** We build effective conscientious teams with, approachability, trust, loyalty and respect for others.
- **Relationships:** We maintain and develop relationships with excellent communication, caring for others, and approachability throughout our business.
- **Leadership:** We pride ourselves on our reputation as a leader of considerate problem solving and the continuous achievement of success is our unrivaled reward.
- **Innovation:** We are an innovative leader, adding value, being creative in problem solving and meeting the challenge. We expect these behaviors of each other.

**Job Purpose**

To provide designs during the tender process and for contracted site works.

**Accountability**

**Quality**

- Maintain relevant procedures & documentation for Quality, Environmental & Health & Safety (CDM Regulations).
- Assess design risks.
- Review & ensure the relevant company procedures are complied with & re-write procedures as & when appropriate.

**Stakeholders & Communication**

- Work to & within the Mackley company procedures, policies & regularly communicate with your line manager.
- Build, develop & maintain a network of strong relationships with key stakeholders such as subcontractors & clients.
- As required, attend training sessions, conferences & meetings in line with our commitment to Investors in People.
- Liaise with other departments as required to resolve issues & queries.
- Liaise with external clients, Principal Designers, Supervising Engineer, etc.
- Treat all who you interact with equally, with courtesy and respect.

**Teamwork**

- Work effectively as part of a team.  
Flexibility and willingness to undertake duties other than those outlined in this job description or to undertake work in other departments/sites to meet customer demands.

**Productivity**

- To maintain/coordinate the distribution of drawings/documents for Design & Build Contracts.
- Advise on new BS/ISO codes for the benefit of site works & maintain library of key technical documents.
- Design & coordinate temporary & permanent works at tender stage for contracts plus other technical support.

**Key Result Areas**

- **Quality** – Promote a ‘right 1<sup>st</sup> time’ approach to the delivery of agreed specifications and standards.
- **Stakeholder relationships & Communication**– Be an ambassador for the company & maintaining satisfied clients.
- **Team Work** – Willingness to work with others to achieve a common goal.
- **Time/efficiency** – Plan and deliver results to the agreed programme and timescales.

**Person Specification**

<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• HNC/HND in Civil/Structural Engineering</li> <li>• BSc Degree in Civil/Structural Engineering (desirable)</li> <li>• ICE Chartered Engineer (desirable)</li> </ul>
<p><b>Training</b></p> <ul style="list-style-type: none"> <li>• Full UK driving license</li> <li>• Site Safety Plus – Site Environmental Awareness Training Scheme certificate (desirable)</li> <li>• Site Safety Plus – Site Management Safety Training Scheme certificate (desirable)</li> <li>• Have an Academically qualified CSCS card (desirable)</li> </ul>
<p><b>Skills &amp; knowledge</b></p> <ul style="list-style-type: none"> <li>• Proven attention to details</li> <li>• Commercial awareness (NEC3 Option A, C, E and PSC)</li> <li>• Ability to balance workload and organise work</li> <li>• Knowledge of compliance with health, safety &amp; environmental legislation</li> <li>• People management skills with the ability to build effective working relationships</li> <li>• Effective influencing &amp; communication skills</li> <li>• A logical, organised and understanding individual who can deal with responsibility and make effective decisions</li> <li>• Able to work at high concentration levels, under pressure &amp; maintain quality standards</li> <li>• Networking &amp; building positive relationships</li> <li>• Knowledge of compliance regarding specifications, standards &amp; design (desirable)</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Have worked within a Construction environment</li> <li>• Experience of working in a design office environment</li> <li>• Design experience within a flood defence and or coastal environment, including cofferdams, water control structures, working in soft ground, crane stability, flood defence works. (desirable)</li> </ul>
<p><b>Personal qualities</b></p> <ul style="list-style-type: none"> <li>• Resilient &amp; coping with the pressure of demanding targets &amp; tight deadlines</li> <li>• Maturity of judgement</li> <li>• Enthusiastic, self-motivated &amp; results focused</li> <li>• Integrity</li> <li>• Sound decision maker</li> <li>• Ability to use initiative &amp; make recommendations for change</li> <li>• Diligent</li> <li>• Flexible &amp; adaptable</li> <li>• Is motivated to drive self-development using all available resources to achieve success</li> </ul>
<p><b>Technology skills</b></p> <ul style="list-style-type: none"> <li>• IT Microsoft Office skills (including Word, Excel, PowerPoint &amp; Access)</li> <li>• Competent with Auto-cad software packages, ideally Civil 3D &amp; Navisworks</li> <li>• Knowledge of B.I.M. (Building Information Modelling)</li> </ul>

**Relationships**

<i>Internal</i>	<i>External</i>
Technical Services Manager	Clients
Estimating & Bid Writing team	Subcontractors

**Additional information**

You will be expected to travel to various Mackley sites throughout the UK.

The Company may, from time to time, require you to undertake duties other than those outlined in this job description and/or to undertake work in other departments/sites to meet customer demands. Any changes to this job description will be discussed and agreed with you.