

Job Description

Design Coordinator

Reports to

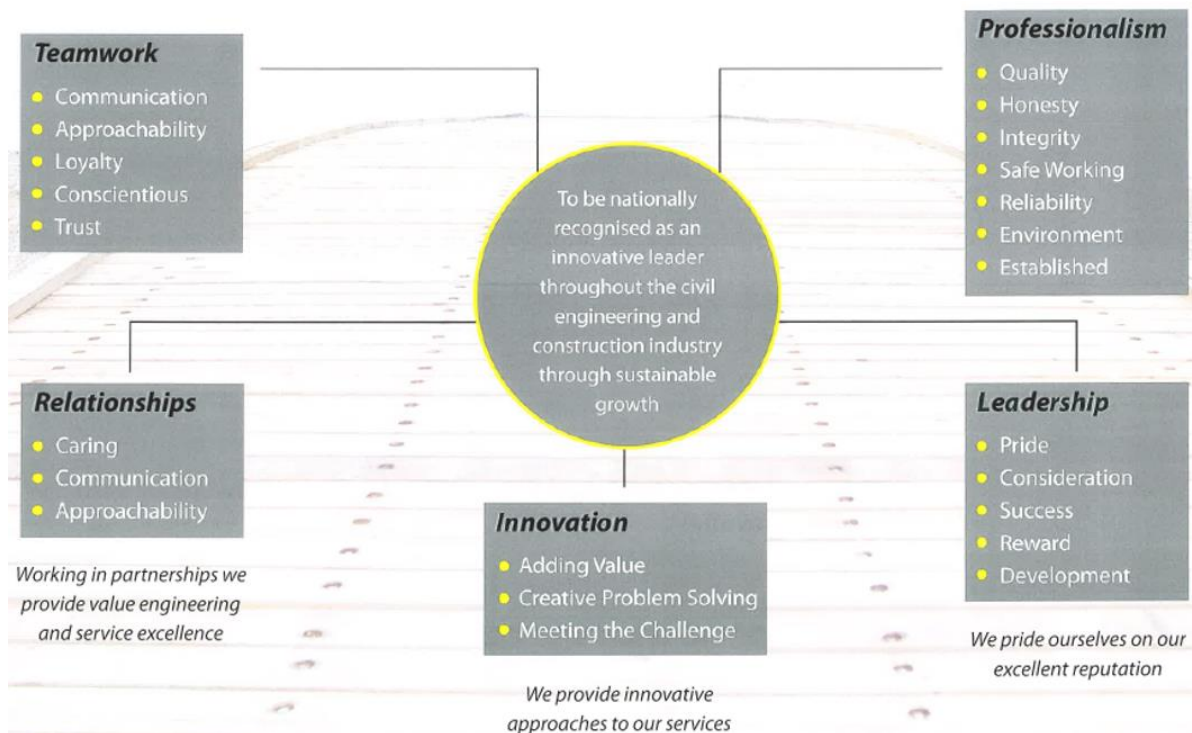
Technical Services Manager

Direct and Indirect Reports

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



Job Purpose

To manage D&B Projects, pre-construction, using external design partners and where specialist design services are required to support complex projects. To build on relationships with external designers to allow frank and productive development of design proposals meeting the needs of all parties, avoiding error, waste, maximising efficiency, sustainability and buildability. To build relationships with internal and external clients to allow frank and productive development of design proposals meeting the needs of all parties, avoiding error, waste, maximising efficiency, sustainability and buildability. To allow the company to benefit from a get it right first time approach and maximise the return on design time investment. To ensure that the right information is available at the right time and to the right Level of Definition.

Accountability

Quality

- Work to & within the Mackley company procedures, policies & regularly communicate with your line manager.
- Build strong working relationships with internal clients and external designers.
- Maintain compliance with relevant procedures & provision of documentation for Quality, Environmental & Health & Safety (CDM Regulations).
- Keep up to date with changing legislation & codes of practice to ensure compliance.
- Assess design risks with consideration in all designs of buildability, safety & environmental factors, maintenance.
- Ensure design information is of the right quality & keeps up to date with project timescales.
- Comply with the relevant company procedures & provide feedback on procedures as & when appropriate.

Stakeholders & Communication

- Liaise with external clients to manage design delivery, review design options and promote delivery of the complete construction package.
- Liaise with internal Contracts and Estimating Staff to provide design support and contract support.
- Liaison with internal design team to ensure that all requirements are fulfilled & expectations are met.
- Maintain awareness, advise and promote procedures for CDE and BIM to meet expectations.
- As required, attend training sessions, conferences & meetings in line with our commitment to Investors in People.

Productivity

- Manage delivery of designs using external resources to meet the project timeline.
- Review designs and ensure external clients, internal clients and in-house designers
- Provide cost effective technical solutions.
- Assisting with the preparing of licensing applications.

Leadership

- Support multiple projects.
- Promote a culture of integration, continuous improvement and use of best practice across the organisation.
- Supporting the less experienced members of the internal design team and mentoring when required.
- Be proactive and influential in the success of the company.
- Ensure that BIM and our CDE is fully integrated in to all business processes.
- Keep up to date with advancements in design, digital technology and new software.

Key Result Area's

- **Time/efficiency** – Plan and deliver results to the agreed programme & timescales.
- **Client relationship** – Be an ambassador for the company & maintaining satisfied clients.
- **Quality** – Promote the right 1st time approach to the agreed specification and standards.
- **Development & Mentoring** – Development & mentoring of staff seeking professional qualification.
- **Leadership** – Be positive and lead by example. Embrace company objectives and deliver department goals.

Person Specification

Qualifications

- BSc/BEng or MSc/MEng in Civil Engineering or HND with significant experience

Training

- Leadership training
- CDM Regulations
- Site Safety Plus- Site Manager Safety Training Scheme (SMSTS)
- Site Safety Plus- Temporary Works Coordinator
- Site Safety Plus- Site Environmental Awareness Training Scheme (desirable)
- Technical training in software and design standards as required
- Academically Qualified CSCS card
- Driving License

Skills & knowledge

- A good understanding of the fundamentals of design of structures and geotechnical works.
- A thorough and broad understanding of H&S, construction techniques, construction plant, products and innovation, environmental constraints and licensing requirements.
- Commercial awareness (e.g. NEC3,4, JCT)
- A logical, organised & understanding individual who can deal with problems responsively & make responsible decisions.
- Able to work at high concentration levels to ensure right 1st time'
- Can prioritise with good time management

Experience

- 10+ years work experience on site or in a design office or similar environment. Ideally in a number of roles (Client, Contractor, Designer)

Personal qualities

- A natural forward planner who is comfortable communicating with their colleagues and external companies
- Proven team player
- Resilient
- People management skills
- Enthusiastic & results focused
- Ability to find ways to improve own level of knowledge & skill by networking both within & outside the company.

- Is motivated to drive self-development using all available resources to achieve success

Technology skills

- MS Project
- Knowledge of B.I.M. (Building Information Modelling), CDE use, etc
- IT Microsoft Office skills (including Word, Excel, PowerPoint & Access)

Relationships

Internal

Technical Services Manager

Design team

Contracts Team

Estimating Procurement

Commercial

Plant

External

Clients

Subcontractors

Designers

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.