

Technical Co-ordinator

HOME

Delivery Manager
None

Accountabilities

Individuals are accountable for production, developing, facilitation, co-ordination & monitoring and a range of technical delivery support schedules & administration, across the project lifecycle. Individuals must demonstrate a can do attitude and have strong interpersonal skills, undertaking the role with enthusiasm and a desire to learn and develop new skills.

Role Summary

It is anticipated that each IPL Team will have a technical delivery support individual appointed to their programme of work. As such, initially individuals are likely to be stronger in certain aspects of the role than others, preferably with a technical delivery bias. As projects & programmes progress individuals are encouraged to broaden their skills & experience across the range of responsibilities detailed in this RDO.

Deliverables

Produce, co-ordinate and collate customer surveys & questionnaires (e.g flooding questionnaires/responses).
Support the SUDs Engineer with sustainable drainage surveys and questionnaires.
Prepare ESQ plans. Prepare Estimating packs. Prepare Construction packs

Non project work:
Support Design Manager with auditing of design team deliverables.
Update the Engineering Web portal under the instruction of the Design Manager.

Assisting with Engineering Deliverables:

Support production of ROV Meeting presentations, reports and the DEP. Assist the Engineer with the development and issuing of TROs and Land Entry Notices, including liaison with 3rd parties (Highway Officers, Land Agents, Customers etc). Assist the Engineer in producing PR Plan and associated documentation (PR Letters, Newsletters, Pre Commencement Letters). Work with the Media team to develop suitable material.

Assist the Engineer in scoping survey requirements and liaison with the Survey Co-ordination Team.
Support the Electrical Engineer in chasing up deliverables. Completion of RICs form.
Support the engineer in appointing Savill's and prepare proposal plans. Support in the preparation of Capital & Embodied Carbon via the Carbon Calculator.

Leadership

Team	Collaboration	Judgement & Decision making	Prioritisation & Planning
Integration	Communication	Responsibility & Ownership	Challenge & Personal Development

Functional Reports

None

Functional Manager
Design Manager

Delivery Reports
None