



## Technical Coordinator

### The Role:

The Technical Coordinator are accountable for production, developing, facilitation, co-ordination and monitoring a range of technical delivery support schedules & administration, across the project lifecycle. It is anticipated that each IPL (Integrated Project Lead) Team will have a technical delivery support appointed to their programme of work.

The Anglian Water @one Alliance is a collaborative organisation of consultants and contractors working together to deliver more than half of Anglian Water's capital investment programme. We will design and build around 800 schemes worth approximately £1.2billion between April 2015 and March 2020, known as AMP6 – the current five year investment period, working closely with Anglian Water operations teams and other key stakeholders. We design and construct water and water recycling (waste water) treatment centres that serve more than six million people in the East of England (and Hartlepool Water) and maintain and improve the water mains and the sewerage network in the region.

### Key Responsibilities:

- 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 and Construction packs.
- Support Design Manager with auditing of design team deliverables.
- Update the Engineering Web portal under the instruction of 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 and Customers)
- 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.
- 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 and Customers).
- 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.

### Key measures & targets:

Technical delivery, support and administration, across the project lifecycle.

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## **Key relationships:**

Integrated Project Lead  
Design Manager

## **Person Specification:**

The successful candidate is likely to meet all of the following criteria:

Previous project support experience  
Excellent written and verbal communication and interpersonal skills  
Ability to use a range of IT packages including excellent knowledge of Microsoft Office  
Ability to work independently or as part of a wider team  
An enthusiastic approach to all tasks given  
Highly motivated and driven to succeed  
High level of accuracy and attention to detail  
Ability to build strong working relationships with people at all levels

## **Benefits:**

As well as offering a competitive salary, remuneration for this role includes flexible benefits, which provides a range of guaranteed benefits including but not limited to:

- 5% Company pension contribution
- Life Assurance at 2 x notional salary
- Single persons private medical cover
- Permanent Health Cover

In addition you may be eligible for entry into the Company's non-contractual bonus scheme, based upon, among other things, the performance of the employee and of the business unit and/or Company.

## **About Barhale:**

Barhale is one of the largest privately owned infrastructure specialists in the UK and was originally formed in 1980 as a specialist tunnelling contractor diversifying over the years into various civil engineering areas. Barhale works UK-wide across the water, transport, energy and developer services sectors providing design, construction and maintenance services under long-term contracts, with blue-chip public, regulated and private clients. The company employs over 600 people in the UK, has an annual turnover of £120m and a distinctive set of values that are fundamental to our approach to business sustainability.

Our business activity is carried out for the following principal sectors:

**Water:** Civil Engineering, Tunnelling, Pipelines and Utilities

**Transport:** Rail, Aviation, Waterways, Highways and Bridges

**Energy:** Power Generation, Power Transmission and Distribution, Waste

**Developer Services:** Civil Engineering across private sector developers UK wide

**Specialist Businesses:** Tunnelling, Mechanical and Electrical and Barhale Construction Services (BCS Group)

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The Barhale logo consists of a square icon with a yellow circle inside, followed by the word "Barhale" in a bold, sans-serif font. The background of the top section of the page is a photograph of two construction workers in orange high-visibility gear and white hard hats, standing on a metal structure against a blue sky with clouds. One worker's jacket has "Barhale" and "BE SAFE" printed on it.

## **How to apply:**

Please send your current CV and covering email outlining your suitability for the role and quoting the reference number to [careers@barhale.co.uk](mailto:careers@barhale.co.uk).

We are an equal opportunities employer. We are determined that no job applicant or employee receives less favourable treatment on the grounds of sex, pregnancy or maternity, gender re-assignment, sexual orientation, religion or belief, marriage or civil partnership, age, race or disability. All information will remain confidential to Barhale and will be handled in accordance with the requirements of the Data Protection Act.