



JOB SPECIFICATION

Job Title : Technical Coordinator

Responsible To : Senior Technical & Innovation Manager

Date : January 2022

COMPANY INFORMATION

Oregon Timber Frame are a division of Barratt Developments. We specialise in the design, manufacture, supply and erection of structural timbers to all divisions across the Group.

JOB PURPOSE

The Design and Technical teams are involved in all aspects of timber frame housing design and innovation to ensure we provide the most sustainable and cost effective solutions.

Primarily you will assist our Senior Technical Manager in providing Operational Support - covering both preconstruction management and live sites.

In addition to assist with research and development and further standardising our approach whilst ensuring we remain at the forefront of timber frame manufacture

You will report directly into the Senior Technical Manager, however will work closely with all personnel within the Design and Technical Departments to assist with clear guidelines of each divisional / contract requirements.

PRIMARY RESPONSIBILITIES

PRECONSTRUCTION MANAGEMENT

- To assist our pre-delivery processes in support of Sales and Business Development activities.
- To assist in the development of fire mitigation assessments for new sites.
- To support key GDT/Group personnel in the development of and delivering timber frame training.

LIVE SITE SUPPORT

- To provide technical support for Barratt Divisional teams and OCM Managers and give technical guidance and advice on all aspects of timber frame.
- To coordinate remedial detailing, as and when required, and ensure it is well directed, with clear guidelines to each of the departments / divisions.

TO ASSIST WITH

RESEARCH AND DEVELOPMENT

- Assist with the identification Research & Development projects relating to new products, systems, regulations (in conjunction with our Technical Manager) to ensure we remain at the forefront of timber frame manufacturing industry.
- Assist with the Coordination of site trials of identified new products/approaches to assess their benefits in practice, and decide whether further trials are required.
- Assist with further development of a future Design for Manufacture standardisation programme.
- To evaluate, including testing and accreditation where appropriate, any new products or materials that may help the business meet, or exceed, overall goals.
- To continually review, measure and identify potential improvements of our frame design/supply to ensure value engineering is obtained to improve efficiency, reduce costs and maximise our profitability.

STANDARDISATION - OREGON/BARRATT TIMBER FRAME APPROACH

- Support the development and standardisation of a timber frame supplier specification and standard details in conjunction with Group Design and Technical/ the wider Group.
- Clearly communicate required timber frame supplier specification and details to each of the departments and where required develop guidance on how to execute details
- To assist in the development of technical updates, as and when required, with clear guidelines to each of the departments.
- To promote and co-ordinate Standardisation throughout the business.
- To support OCM in implementing Best Practice standardised timber frame supplier specification and standard details.

AUDIT

- To assist with our STA, ISO and Chain of Custody Audits and carry out adhoc sampling to ensure processes and procedures are being adhered to.

OTHER

- To establish and enforce quality standards and maintain the good image of the Company.
- You will also assist in preparing, analysing and presenting improvement opportunities to the Board for consideration. Therefore, strong presentation/communication skills are required.

HOURS OF WORK

Hours of Work : 37.5 hours per week

ESSENTIAL SKILLS

1. Extensive knowledge and technical experience of timber frame modern methods of construction.
2. Ability to demonstrate initiative, the desire to drive change and be motivated to exceed expectations.
3. Time management: Ability to effectively plan work load and exceed deadlines.
4. Teamworking: Team player with a "can do" attitude.
5. Manage information: have a very proactive approach to problem solving and ensuring all concerned have accurate and up to date technical information timeously.
6. Communicate effectively: good leadership skills and have experience of developing interpersonal relationships both verbally and through written words/reports.
7. Appreciation and understanding of timber frame modern methods of construction.
8. Excellent communication skills, both written and oral.
9. Dedication to promote standardisation through whole company.
10. Robust character with a strong drive and motivation to succeed.
11. Good knowledge and understanding of Word, Excel and any other computer package which you would require to communicate your report findings.
12. You must have a current driving licence and use of a personal car for work related usage.

DESIRABLE SKILLS

1. Have an understanding of the commercial impact on Operational cost (ie cost v- benefit principles).
2. Assist the Technical Manager in any strategic initiative that will help in compliance to standards, implementing new systems, and creating solutions that will improve our practices.
3. Leadership: to educate all departments when implementing change through business improvement processes.

QUALIFICATIONS / EXPERIENCE

1. On site knowledge of construction of timber frame and/or housebuilding.
2. Architectural, housebuilding or timber frame background.
3. HNC / HND in Construction and/or Architectural.

This job description is current at the time of issue. Variations may occur to these duties to reflect changes in, or to, Oregon Timber Frame Limited procedures.