

JOB DESCRIPTION

Job Title: Division Technical Director

Reports to: Managing/ Regional Director

Accountable to: Managing/ Regional Director

Job Purpose: To be the Head of Technical and to manage the Technical function and report on all technical, engineering and architectural aspects of the business from land acquisition through to site completions and final adoptions.

Responsible for:

Staff: Design Manager
Architectural Technicians/Engineers

Scope: The role of the Technical Department in a Homes Division is to provide a practical and cost effective technical service to the Division.

This will encompass site evaluation, architectural and engineering design, and the investigations of any technical problems encountered and provision of economical and viable solutions. This may involve liaison with, appointment of and co-ordination of external professionals.

The Technical Department are involved with the Redrow product from inception to completion.

Key Responsibilities:

1. Management of the Business

- In accordance with corporate responsibility for the business, work effectively as part of the senior management team and take a “whole company” perspective to managing issues.
- The job holder has corporate governance responsibilities which extend across all business areas and which require the post holder to actively promote best practice throughout the company.
- The job holder, with fellow Divisional Directors has overall business responsibility for the management of the division; including the general running of the division, setting budgets, minimising risks, maximising opportunities, achieving the division’s targets; and seeking to positively influence the progression and growth of the division.

2. Management of the Department

- Responsible for effectively managing the division’s Technical function to ensure best practices are followed, costs are controlled, the Department maximises revenue generation and contribution to the division’s operating profit and increases the value added to the division.

3. Pre-Development Process

- Advise Land Department on Technical viability of new sites.
- Ensure planning permissions and other statutory approvals e.g. S104 and S38 Agreements are obtained in a timely manner.
- In conjunction with the Divisional Managing/Regional Director, prepare the master development programmes and monitor with the Design teams, both Internal and External to ensure adherence to programmes.

4. **Development Process**

- Ensure Technical Department procedures, layouts and technical reports for Land Appraisals; and required working drawings to the agreed date schedule.
- Ensure Sales and Legal information is prepared as required e.g. Conveyance plans and M colours

5. **Adoptions**

- POS, S38, S104 adoptions

6. **Staff**

- Ensure the right calibre of staff are recruited, and in accordance with company policy and procedures.
- Lead, motivate, communicate with, develop, appraise and performance manage staff to ensure they are fully motivated to achieve best performance to meet the company's needs.
- Ensure the department operates in accordance with Company policies and procedures.
- Comply with responsibilities as laid down in the Group's Health & Safety Policy in order to ensure a safe environment within the department.
- Appointment of external consultants, negotiating fees to ensure services are optimised and fees are within budget.

7. **Meetings**

Prepare papers for inclusion in Divisional Board Pack, present current issues at Divisional Board Meetings and be involved in discussing and influencing all aspects of the business.

Working Relationships:

Effective working relationships are an essential part of daily working life.

The focus in this role is both:-

Internal: Colleagues within Homes Division, Group Technical Department, Divisional Architect; and Redrow Commercial (mixed-use schemes and Special Projects); and

External: Consultants, Local Authority Departments and Local Planning Committees

Decision Making Authority:

- Selection of Consultants and fee agreements.
- Technical performance standards and design solutions.
- With statutory bodies in negotiating approvals Directly responsible for managing the fees and services budget for each development.
- Jointly responsible for producing technical design solutions, within the cost plan or approved appraisal budget.
- Part of management team preparing Divisional Budget

These are illustrative duties and the post holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.