

## ROLE PROFILE

<b>Function</b>	<b>Technical</b>	
<b>Job Title</b>	<b>Adoptions &amp; Technical Co-ordinator</b>	
<b>Grade</b>	<b>C4</b>	
<b>Reporting Lines</b>	<b>Reports to</b>	<b>Technical Manager</b>
	<b>Direct Reports</b>	<b>N/A</b>

### Aim of the role

To support the Technical Team with preparation of technical design packs, the timely Adoption of Roads, Sewers and Public Open space Areas

### Responsibilities and Duties

- Instigate all relevant actions detailed within our Technical Procedures
- Assisting the Technical Manager in Development Programme preparation.
- In conjunction with the Technical Manager, brief, manage and drive the external Consultants in the preparations, issue and approval of construction information and sales/conveyance information.
- Act in line with culture of the team of improving upon targets, developing contingency plans, whilst maintaining open and honest feedback on performance of individual site strategies.
- General liaison and co-ordination between other parties, both internal and external.
- Responding to site queries and resolving technical and/or construction problems.
- Reviewing value engineering and enhancement opportunities, focusing on show home delivery.
- To liaise with and advise departments on Adoption and finishing works issues, interface matters and to co-ordinate information flow.
- To co-ordinate with the internal Technical department, Consultants, Statutory Authorities, Contractors, Bond providers and Solicitors to ensure the timely receipt of Maintenance and Adoption Certificates including the management of associated Bond reductions and cancellations to an agreed program.
- The ability to negotiate with and manage the requirements and expectations of Local and Statutory Authority Engineers, Inspectors and Representatives for all sites.
- The ability to recognise potential problems and solve them in a speedy, efficient and cost effective manner whilst ensuring the Company procedures are followed and adhered to.
- Provide detailed inspection briefs and relevant site information / records to allow for the timely provision of budgets / quotations from subcontractors / suppliers for associated elements of works with support from the Commercial department in assessing costs and raising orders.
- To keep a detailed record of payments and ensure the Adoption forecast is updated monthly in line with expenditure and site changes / requirements. Advise on overall costs to complete the development in respect of finishing works, Maintenance works through to Adoption. Work with the Finance team to produce and maintain accurate budgets / forecasts.
- Collate information for inclusion in the Health and Safety Plan as required.
- Assist the Construction team with timely and pro-active approaches to finishing works, gain the Maintenance certification and apply for Adoption certificates, Bond reductions & cancellations to meet the program dates.



**TILIA**  
HOMES

- Prepare and keep updated programmes with maintenance and adoption target dates for the benefit of the finance and technical department.
- Attend site meetings, inspections and internal meetings / reviews as required.
- Assist with the timely delivery and handover of private works to Management Companies.

### **Knowledge Skills and Experience**

- Able to recognise problems and solve them in a positive, timely and cost effective manner.
- Resilient, self-motivated and well organised.
- Ability to work to deadlines, meet programmes and manage others.
- Excellent negotiation and communication skills.
- Commercial awareness and accurate interpretation of design drawings.
- Able to prepare, manage and maintain Adoption fees, costs and budgets.
- Ability to work under own initiative is a key requirement.
- Ability to apply forensic skills to unravel historic matters including supporting customer care issues.
- The ability to recognise problems and deal with them in an effective and efficient manner;
- The profile is not exhaustive. From time to time you may be required to perform other tasks, which are not included in the above description, but are within your capabilities and where necessary, training will be given.
- A full UK driving licence is required for this role.

Our Behaviours - Contributor	
Trust and Integrity	<ul style="list-style-type: none"><li>• Maintains confidentiality</li><li>• Acts in a way that builds trust and confidence</li><li>• Treats everybody with dignity and respect</li></ul>
Enable and Support	<ul style="list-style-type: none"><li>• Develops positive working relationships with colleagues</li><li>• Respects the views and opinions of others</li><li>• Takes pride in the work they deliver as a team</li></ul>
Inspirational and Motivational	<ul style="list-style-type: none"><li>• Self-motivated</li><li>• Has a positive impact on others</li><li>• Solution focussed</li><li>• Strives for continuous improvement</li></ul>
Self-aware and resilient	<ul style="list-style-type: none"><li>• Practices self-reflection</li><li>• Reflects on own strengths and areas of development; seeks to make positive changes</li><li>• Awareness of personal limits and sets boundaries</li><li>• Understands the impact of their behaviour on others and seeks to have a positive impact</li></ul>
Purposeful and Decisive	<ul style="list-style-type: none"><li>• Considers the bigger picture</li><li>• Knows when to say no and when to escalate</li><li>• Committed to delivering objectives</li><li>• Prioritises workload</li></ul>