



**TECHNICAL / SENIOR TECHNICAL COORDINATOR**  
**SALARY – NEGOTIABLE BASED ON EXPERIENCE**

We have a great opportunity for a Technical/Senior Technical Coordinator to join our team within Westchurch Homes Limited, covering sites across the North West region. As our Technical/Senior Technical Coordinator you will be responsible for the coordination of all planning and building regulation applications and condition discharges.

**ROLE:** To work in a small but busy technical department alongside an experienced Technical Director and Senior Designer undertaking a range of tasks from pre-development through to project completion.

Westchurch Homes is in the process of rapid expansion having recently obtained planning consent on 6 residential sites in the past 9 months. The primary task initially will be the co-ordination and management of planning conditions in the post-planning phase but generally the tasks expected to be fulfilled will include the following;

**Pre-Planning Development:** Assisting in the co-ordination, reviewing and assessment of a wide range of consultants work alongside the planning team to deliver reports that will support planning applications including (but not restricted to);

- Flood Risk Assessment and Drainage Strategies
- Traffic & Transport Assessments
- Arboricultural Impact Assessment
- Ecology Reports
- Noise & Acoustic Reporting
- Archaeological Assessments
- Phase 1 & Phase 2 Site Investigation Reports
- Energy Statements
- Heritage Assessments
- Crime Impact Studies
- Topographical Surveys

The candidate will have the ability to co-ordinate reports with scheme designers and implement recommendations within schemes. They must be able to consider commercial implications from the reports that allow robust budgets to be formulated and be incorporated into pre-development programmes.

**Post-Planning Development:** Management of the planning condition schedules for all projects where planning consent has been granted. The candidate should have a critical eye and be

able to act quickly to ensure matters are dealt with in a swift and efficient manner. The requirements will be as follows;

- Involvement in the agreement of planning conditions with the planning team and local authority planning officers to ensure the triggers are appropriate and workable.
- Co-ordinate the appointment and management of consultants to provide reports that will deliver the prompt discharge of planning conditions.
- Submission of applications on the planning portal and liaise with planning officers for prompt determination.
- Update schedules when conditions are satisfied/more information has been requested.
- Production of monthly status reports to enable project teams to be able to report to Employers & Employers Agent on latest position.

Additionally, the candidate will be involved in other tasks as required by the Technical Director which can include involvement in the procurement of utility contract drawings and the co-ordination of architectural and engineering working drawings where necessary.

**During Construction Phase:** The candidate will be expected to liaise with construction and commercial teams to produce and update document registers and drawings as and when required. They will be responsible for Building Regulation Applications and ensuring warranty provider portals are up to date and thereby assisting in the discharge of relevant building regulation conditions.

**The candidate will require:**

- A minimum of 3 years of experience working in housebuilding/development sector.
- Excellent communication skills both within the team and externally to deliver to deadlines.
- Ability to work well under pressure.
- Full understanding of the development process.
- Problem solving skills.
- The ability to take ownership and use initiative.
- Basic AutoCad skills to enable production of drawings.