

Design & Build Coordinator

Reporting to the Technical Manager

Part of the Technical Team



Be a part of who we are

Mount Anvil's vision is to be Central London's most respected mixed-use residential developer. We invest substantial resources in a small number of projects where we can offer compelling value-add propositions to land vendors and create homes and communities which enhance London's status. We pride ourselves on partnerships based on integrity, and we deliver results by relentlessly striving to deliver excellence; working collaboratively, doing the right thing, and raising the bar.

Your role

The Design & Build Coordinator will be responsible for all design and technical aspects of a project(s) ensuring it is delivered on budget and to programme. This will entail effective management of external consultants together with the ability to communicate effectively with the wider Mount Anvil Team and business partners. The D&B Coordinator must ensure all schemes adopt the "best value" approach which seeks to minimise costs whilst maximising value.

- To manage and coordinate external consultants in their day to day duties related to design and technical aspects of production information and to ensure delivery within the constraints of time, quality, budget and technical requirements.
- Ensure translation of the planning scheme into an efficient and workable commercial solution
- Oversee document control with regards to registration and distribution of design and technical information.
- Liaison with key personnel within the project team in preparation of project costing and design works.
- To co-ordinate all technical information from grant of planning permission to completion of project.

Specific duties

- To manage and drive external consultants in the preparation and issue of production information to an agreed programme.
- Prepare technical specifications in line with requirements determined by the clients' requirements within the sales and budget constraints.
- To keep the Technical Manager apprised of all design and technical issues under the D&B Co-ordinators control.
- To constantly monitor all production information and consultant activities against budgetary allowances and report any variances.
- Ensure all statutory enquires, crossovers, sewer connections etc., are submitted and pursued for their timely return.
- The monitoring of works undertaken by designers and consultants to ensure compliance with brief, statutory requirements and co-ordination with other designers.
- To resolve all day to day problems as they arise by preparing solutions and, where appropriate liaising with the Technical Manager and Project Director for approval.
- Working with the design team to resolve clearance of planning conditions, building regulation approval, warranty provider, project insurance conditions, party wall conditions, code for sustainable homes, HQI's, SBD conditions, SAP rating etc



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What we need from you

- Excellent interpersonal and communication skills; ability to engage and build relationships with all parts of the business
- Ability to make things happen, starter/finisher
- Tact and the ability to deal with difficult situations
- Ability to challenge the norm and look for alternative solutions (positive deviance)
- Attention to detail
- Ability to work under pressure and multi task
- Passionate to achieve exceptional standards for business and personal gain

Education/ Professional Qualifications

- Architectural qualification to a minimum RIBA part 3 (or equivalent design, technical and/or construction based qualification) and/or
- Minimum 3 years Experience in the design and detailing of mixed use residential led schemes
- Proven track record of successfully managing all aspects of the technical process in relation to residential buildings in London

