

Dobson-Grey Job Description

Technical Coordinator - Salary - commensurate upon experience.

Full Time Hours - Monday to Thursday 9am-5pm and Fridays 9am-4pm (flexible hours either side with early start 8am and early finish 4pm or 10am start and 6pm finish).

Part Time Hours - available upon request however Monday and Friday working is required due to workloads on these days being higher.

The purpose of the post is to provide effective administration and research support to the Dobson-Grey consultants and trainers at all levels including management. Including the following:

- Research - Planning, construction and demographic data management.
- Planning submissions for specialist housing and healthcare.
- Searching for and retrieving residential and care home information from paper-based sources, the internet and online databases. Analysing and recording residential and care home data for comparables
- Using a variety of qualitative and quantitative research methods.
- Processing incoming Tender Documents including Specifications, Drawings, Method Statements, Health & Safety Plans and other related documents.
- Entering all documents within the Document Control System (DCS)
- Assist Consultants in the compilation and issue of Documents, enquiries, chasing and logging and filing F10 forms and associated H&S documentation with HSE.
- Creating all appropriate issue documents (hard copy and electronic Version for DCS)
- Monitor dedicated account for Health and Safety Training.
- Setup and monitor dedicated account for Tender information and associated document control including distributing and filing of associated information.
- Maintaining Registers and Schedules for Consultants and Tenders
- Be responsible for Document and Drawing Control.
- Ensure good relationships with contractors especially those producing drawings and ensuring that there is no shortfall in document delivery.
- Manage and compile documents in readiness for tender/client files. Upload submission documents to the relevant website portal.
- General secretarial/administrative duties including processing incoming and outgoing post, booking buffet and meeting rooms for in house training days.
- Creation of property / land marketing particulars.
- Maintaining the company website and Rightmove to make sure up to date.
- Assisting the property team with property / land enquiries. Issue particulars and coordinate viewings with interested parties.
- Assist the property team with marketing of property and land, creating mail shots and other marketing material.
- Prepare delegate packs for training courses.
- Issue training certificates and maintain records of training.
- Coordinating diaries for on and off site training days and travel for consultants UK wide.
- Support in the creation and enhancement of in house CRM system.
- Assist with the effective running of the Quality, Health, Safety and Environment Corporate management (QHSE) including support of consultants with accident and incident investigations, new employee QHSE inductions,

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- Support reception within office during peak times/absences related to holidays/sickness/lunch break. Answering and transferring calls promptly and taking detailed messages if required.
- Ordering, use and maintenance of appropriate Personal Protective Equipment (PPE)
- Assist and help to deliver improved procedures and business performance
- Updating and monitoring professional accreditations and supporting the future aspirations to become ISO qualified.
- Engage in any other reasonable activity as requested by the Management.

Key Skills

- **Passion** - for property and construction.
- **Initiative.** You will be setting up a new tender and supporting a new CRM system for the organisation and co-ordinate and be responsible to applying for and winning tenders for new opportunities for the Health and Safety and Property Team.
- **Good attention for detail** to check for anomalies in revision sequencing number and/or description.
- **Programme Experience** Ensure the efficient and timely flow of information from Consultants through to Clients and ensure clear programming for Bid Teams.
- **Business Development** Have an awareness of sales support for new and prospective clients.
- **Can do!** You will be able to work collaboratively and efficiently with colleagues within your team. Demonstrate a "can do" attitude and flexible approach to work.
- **Good IT skills** ideally G Suite packages (e.g gmail, slides, sheets, hangouts and docs) and/or Microsoft Package. Good typing speed.
- **Want to learn** - engage in opportunities presented to improve personal professional development
- **Want to make a difference** - Suggest and contribute to improved work practices and make a difference to our aspiration to grow the firm from strength to strength.

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