

JOB DESCRIPTION

Job Title:	TECHNICAL TEAM COORDINATOR
Location:	LONDON OFFICE
Reporting to:	TEAM COORDINATOR TEAM LEAD
Working for:	TECHNICAL DESIGN GROUP
Working with:	ALL STAFF

ROLE PURPOSE

The Technical Team Coordinators (TTCs) support technical specialists within the practice with administrative assistance and aid the connection between the specialists and the architectural project leaders.

STRUCTURE

The Technical Design Group support all the project teams by offering them assistance at key stages and technical advice throughout the lifecycle of projects. The Group covers Building Performance, Materials and Building research, Building Construction, CDM/Fire/Access, Specifications and Production Information.

This is a new role for an additional Technical Team Coordinator (TTC) to work closely alongside the other TTC and support the Technical Design Group: Technical Knowledge and Building Performance teams.

The Team Coordinators achieve their collective aims through teamwork, high levels of service to colleagues and clients, personal development, cost awareness and receptiveness to new ways of working, recognising at all times the crucial contribution they have to the overall success of the practice.

KEY RESPONSIBILITIES

- Assisting the team with diary management and arranging meetings.
- Inbox management – review of inboxes, responding when necessary on behalf of the team
- Organising and arranging team inductions, including sustainability and materials library, for new starters in all office locations, and recording attendance
- Arranging sustainability reviews, keeping records of the reviews and updating the DMS (Newforma)
- Attending key meetings such as Technical Group Forums. Scheduling the meetings, creating agendas and taking and issuing minutes
- Organising Studio Reviews and gathering the information from across the practice, compiling the presentation for review and publishing to intranet and monitors.
- Maintaining a calendar of practice meetings for the Director and liaising with other departments to ensure key meetings happen at the right times
- Coordinating materials surgeries, steering and working groups for the Technical Group as required
- Uploading team information and articles on the intranet, continually seeking improvement in visibility and communication with the aim to ensure data is presented in the best way
- Maintaining the practice Operational Carbon Dashboard by liaising with internal departments and external suppliers
- Compiling the Technical Team's annual budget with other TTC and tracking throughout the year
- Supporting the team to update their weekly time sheets and monthly expenses, raising purchase order requests and making purchases for the team in line with company financial processes

- Preparation and assembly of presentations and documents for meetings and training sessions, including formatting as well as printing, binding and scanning
- Arranging travel for the team – booking couriers, flights, hotels, car hire, trains, visas and insurance for domestic and overseas travel as required
- Coordination of team socials, coming up with ideas and booking venues
- Any ad hoc administrative tasks as necessary, particularly to assist the organisation of the Technical Team
- Acting as back-up by mutually supporting the other TTC as well as other Practice Operations team members, including sickness and holiday cover. Daily liaison with fellow TCs, Receptionists and other team members where appropriate

PERSONAL ATTRIBUTES

- A motivated, enthusiastic and flexible attitude, with a calm and helpful personality and an ability to communicate at all levels
- An innovative spirit, using experience and creativity to find optimum ways of working with and providing support to the team
- Proactive, with the capability to deal with issues before they arise, meeting constantly changing deadlines
- Strong organisational skills with the ability to co-ordinate numerous tasks simultaneously, and a keen eye for detail
- Uses initiative and works well without supervision, making judgment calls on behalf of the Technical Team
- A strong team player, working alongside and supporting other members of the Practice Operations department, as well as members of the Technical Team and architectural teams, forging excellent relationships with all

JOB REQUIREMENTS

- Proven team support experience
- Educated to A-Level standard or similar
- Excellent IT skills including advanced knowledge of Microsoft packages; Outlook, Word, Excel, PowerPoint
- Knowledge of Adobe InDesign, PowerPoint and Photoshop
- Fast, accurate Touch Typing – minimum speed 60wpm
- Excellent standard of written English