

## Principle Design Coordinator

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Company: Matchtech

Location: United Kingdom

Category: other-general

### Job summary

To oversee coordination among customers, project managers, and designers, serving as the central contact for CDM 2015 compliance within the design teams.

### Key skills required for this role

Design, Engineering, DNO, Power Supply, Substation, 132kV

### Important

#### Job description

#### Principal Accountabilities:

Provide expert advice on CDM regulations and Principal Designer duties.

Contribute to the production of technical, commercial, and contractual documents.

Source survey information from specialist contractors.

Ensure notification to HSE for all Notifiable projects.

Monitor progress through P6 reports and maintain communication efficiency.

Summarize action points and learning opportunities from exception reports and design reviews.

Conduct site meetings and travel as required.

Demonstrate clear communication skills and adaptability to new IT systems.

**Nature and Scope:**

Assist in defining project scopes and deliverables.

Liaise with design coordinators to manage external design resources.

Track design progress to ensure adherence to budgets and timelines.

Support timely closure of actions and review of designs.

Collaborate within the design team and with senior colleagues and customers.

Ensure compliance with CDM regulations and standards.

**Skill Qualifications and Experience:**

Experience in design coordination, especially in electrical networks.

Working towards or holding the NEBOSH Construction Certificate.

Technical qualifications at HNC/HND level or equivalent.

Proficiency in Microsoft applications and project management tools.

Strong understanding of CDM regulations and safety principles.

Ability to work independently and implement cost-saving solutions.

Excellent written and verbal communication skills.

Familiarity with Quality Assurance procedures and design standards.

Possession of a valid UK driving license.

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