

Construction Project Co-ordinator
(Quality)
12 Month Maternity Cover
Northampton
Candidate Pack



Tritax Big Box Developments Limited

ABOUT US

As owners of the UK's largest logistics development and investment portfolio, we can provide established and emerging businesses with the space they need to succeed. We are experts in UK logistics real estate, delivering millions of sq ft of high-quality, sustainable industrial and logistics warehouse space each year.

We proactively manage our 100+ assets – from small to big boxes – using our sector specialism and deep market insights to stay ahead of trends and meet our clients' evolving needs. Our approach is personal and hands-on, focused on leaving positive long-term legacies.

We deliver modern, thoughtfully designed buildings for our clients in prime UK locations through our unmatched logistics land and property portfolio. Ideally located for people, power and connectivity, our modern, high-quality logistics buildings are in the UK's most in-demand locations. We have land ready to be released, sites under development or can find you space in our evolving portfolio. So, wherever you are in your journey, we can work together to find the right building to meet your location, specification and timing needs.

OUR PURPOSE

**'We Create
Critical Infrastructure to
Accommodate the Future'**

Critical Infrastructure... because our buildings are important to keep the UK's businesses operating and growing every day

Accommodate... because not only are our buildings literal accommodation for businesses, we are accommodating to our clients within them, helping them grow and run their business more sustainably

The Future... because this is where growth is and where we need to focus on with our clients

OUR VALUES

Our core values are critical to our approach. We are committed to doing the right thing for all our stakeholders and the communities we operate in.

CONVICTION

We make high-conviction decisions founded on proprietary, data-driven insights.

RELATIONSHIP DRIVEN

We take a personal, hands-on approach, getting to know our stakeholders so we can deliver on their ambitions.

RESPONSIBLE

We aim to create long-term value for our clients, investors and the communities where we are based.

Employee Benefits

The Basics

- 29 days leave per annum (4 for Christmas shutdown)
- 3% of salary contribution to private pension of choice
- Annual health assessment
- 2 volunteering days
- Dog-friendly offices
- Early finish on paydays

Learning & Development

- Full induction plan and you will be assigned a “buddy” on joining
- You will have regular one to one’s with your line manager followed by mid and end of year performance reviews.
- Company training– made up of technical seminars and wider training covering topics from mental health and wellbeing to presentation skills!

Colleague Engagement

- Colleague engagement events with the full TBBD Team
- Employee Engagement Survey

The Role

Purpose of the Role

Working closely with the Construction Directors, Construction Project Co-ordinator (H&S) and Development team, co-ordinate and organise a high volume of documentation to ensure compliance with company construction procedures.

Ensure Construction Management procedures are maintained in accordance with company guidelines, ensuring all documents are disseminated to the external consultant and contractor teams; overseeing the return of information to ensure that it has been correctly documented, recorded and saved to the SharePoint system and assist in the legal functions of the construction team. This role would suit someone with experience of working as a Document Controller.

Key Responsibilities

At Project Commencement

- Attend all project Kick-off meetings.
- Ensure the external consultant and contractor teams have the correct access to the project microsites on SharePoint and relevant Teams groups.
- Distribute latest company guidance inclusive of unique project code, and highlight importance of naming convention for saving documentation.
- Liaise with the Project Manager to obtain Project Directory and extend access to the Construction Procedures for relevant project team members and emphasise importance on compliance.

Project Duration:

- Assist the Construction and Development Teams with the procurement and construction of developments throughout the project duration.
- Ensure procedures are maintained in accordance with guidelines and oversee the return of information to ensure that it has been correctly saved and documented.
- Compile Monthly ESG and Project Completion Reports and issue by month end.
- Liaise with Compliance Team regarding signed Building Contracts, every month.
- Collate project specific updates from Project Managers across all developments (every 6 weeks) and complete Construction tracker
- Attend weekly construction legal meetings regarding contractual documentation and appointments (Manchester/Northampton alternative weeks) and distribute latest trackers fortnightly.
- Maintain Construction Procedures throughout projects and update documentation as required. Distribute all updates to the external consultants, contractors, and Property teams.

Project Completion (PC):

- Liaise with professional teams to ensure documents developments have been loaded to the building manual portal.
- Ensure internal/external teams and occupier have access to external Portal as required until lease completion.
- Ensure all post completion documentation has been uploaded to SharePoint.
- Assist with Handover procedures and collate the necessary documentation.
- Assist with aftercare procedures if required.

The Role

Project Completion (PC) Continued:

- Upload the relevant PC documentation inclusive of Completion Docs and Regulatory approvals to the Signed Legal and Due Diligence Portal and ensure the Property Manager has all the documentation required to share with the facilities management teams.
- On an ad hoc basis, attend site progress meetings to review and monitor compliance with procedures, particularly in the run up to Practical Completion. Attend PC meetings where required.

Other Responsibilities:

- Monitor and upload copies of consultants PII renewals to SharePoint.
- Annual Sustainability Reporting to Sustainability team inclusive of the office Carbon Footprint (Manchester and Northampton), GRESB, EPRA, & SECR Reports.

Key Skills and Attributes

Organisation

- Extremely organised, ensuring documents are accurate, properly formatted and filed correctly
- Good attention to detail – detects errors in inconsistency of documents, records or version control
- Experience of using SharePoint, Teams, Excel, Adobe.
- Ability to upload, track and retrieve documents efficiently.
- Ability to manage multiple workstreams, meeting deadlines while maintaining project momentum.
- Strong problem-solving skills and ability to take initiative to ensure accuracy of information.

Resourcefulness & Continuous Improvement

- Always looking for ways to improve efficiencies and effectiveness.
- Strong ability to optimise processes for quicker delivery and better outcomes.
- Improved filing systems or workflows to support project efficiency

Communication & Influencing

- Ability to work well within team and build strong relationships across the business.
- Thrives in a fast-paced environment, able to manage multiple projects and deadlines simultaneously while maintaining high attention to detail.
- Ability to liaise clearly with external stakeholders to ensure requirements are understood and acted upon.
- Maintain security and integrity of sensitive documents and information.
- Anticipates concerns, communicates challenges early, and proposes solutions to keep projects on track.

Your Application

If you would like to apply for this role, please email
your CV and a cover letter to Steven Johnson at MacDonald and Company at;

sjohnson@macdonaldandcompany.com

or Michelle Steele , HR and Operations Manager at:

Michelle.steele@tritaxbigboxdev.co.uk

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