

Job Description

Job Title: Technical Graduate

Responsible to: HBF Technical Director

Home Builders Federation Technical Graduate.

The Home Builders Federation is the representative body for house builders in England and Wales. HBF's membership of more than 300 companies build most of the market for sale homes completed in England and Wales, and encompasses private developers and Registered Providers.

The HBF are now seeking an enthusiastic Technical Graduate with an interest in house building and building technology, reporting to the HBF Technical Director. You will have either a Civil Engineering or Architecture degree and be computer literate in the use of Microsoft software.

Responsibilities will include, keeping abreast of external events and identifying issues relevant to the HBF's overall technical function and its various working subgroups; engaging with key players both from within and outside the housebuilding industry; co-ordinating, monitoring and managing issues arising from HBF's regional committees, ensuring that action items are followed up and that responses to all forms of correspondence are swiftly provided; helping to meet the challenges faced by the industry in the areas of technical services, health and safety, and associated analysis and research; preparing agendas and taking minutes for HBF meetings, and arranging and co-ordinating action items.

If you are interested in this position and feel confident that you meet the necessary requirements, then please apply with your CV to marian.macdonald@hbf.co.uk.

Please note that we are only able to accept applications from candidates who are eligible to live and work in the UK.

Key responsibilities to HBF members arise principally from decisions made by the following committees, which are listed in order of priority to the duties of the postholder:

- National Technical and Sustainability Committee
- Health and Safety Working Group
- Dedicated Technical Subgroups
- HBF Regional Technical Committees
- Key external stakeholder groups.

Specific duties:

- To keep members informed of changes and potential changes in relevant policy areas as directed by the Technical Director.

- To seek members views on policy provisions and proposed developments and to co-ordinate appropriate responses.
- To investigate areas where members are encountering difficulties, to identify the extent and precise nature of the problems and to identify and evaluate options for resolving such difficulties.
- To carry out or commission research where this is needed to improve understanding of a particular area or to provide information which is currently unavailable.
- To prepare written representations where appropriate to governmental and non-governmental agencies.
- To establish and maintain relationships with third parties who have common interests with HBF and/or a role to play in the development and implementation of policies.
- To arrange and attend meetings with representatives of relevant government and non-governmental agencies, representing the housebuilding industry.
- To prepare reports for HBF committees as appropriate.
- To take minutes of meetings and monitor compliance with action items arising.
- To coordinate the agendas for the National Technical and Sustainability Committee, the Health and Safety Working Group, dedicated HBF Subgroups and Regional Committees.
- To assist in arranging seminars, site visits and conferences for members as required.
- Any other related duties, as specified by the Technical Director.