

Design Coordinator – Riga, Latvia

At Rendel, we provide client-focused engineering solutions on major engineering construction projects worldwide in the infrastructure, energy, and industry sectors. As an international multidisciplinary design consultancy headquartered in London, with offices in Birmingham, Bristol, and Sydney, Australia, we bring a wealth of experience dating back to 1838. Today we are proud to be part of the Ingerop Group.

Our Culture

Our core values of Technical Excellence, Independence, Integrity, Respect, and Versatility underpin our interactions with colleagues and clients and how we impact the environment around us. The collaborative and inclusive culture that we foster provides growth opportunities for our team.

Through internal committees and recognition programmes, we actively engage our teams in the pursuit of our goals in health and safety, environmental sustainability, knowledge sharing, innovation, and diversity.

JOB TITLE	Design Coordinator – Rail Baltica Project
LOCATION	Riga, Latvia (a willingness to travel is required)
SALARY	A competitive salary and benefits package
DURATION	24 months, with further extensions by agreement
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> ▪ Professionally qualified Chartered Engineer through recognised institutions ▪ Substantial experience in design and construction supervision of infrastructure projects ▪ Experience as lead designer in a railway project of at least 200 million euros
JOB DESCRIPTION	
OVERVIEW	
<p>Rail Baltica is a greenfield rail transport infrastructure project with a goal to integrate the Baltic States in the European rail network. The project includes five European Union countries – Poland, Lithuania, Latvia, Estonia and, indirectly, Finland. It will connect Helsinki, Tallinn, Pärnu, Riga, Panevėžys, Kaunas, Vilnius, Warsaw.</p> <p>Ingerop/Rendel will perform the role of Design Coordinator for the main line construction consortium for the section of the project located in Latvia.</p>	
DUTIES AND RESPONSIBILITIES	
<p><i>Rail Baltica - Design Coordination Role</i></p> <ul style="list-style-type: none"> ▪ Work alongside the construction consortium to review the design and prepare constructability, scrutiny and cost optimisation reports. ▪ Operating from the Riga office, coordinate the reviews between various teams and sub-consultants. ▪ Actively communicate with and encourage communication with the design teams from the Company, consultants, the contractor, clients, and other relevant parties. ▪ Manage, maintain and update as necessary the project plan (quality plan). ▪ Take an active role in the identification and management of risk within the project through the design consultants' teams, in particular health and safety risks. ▪ Identify and manage design and construction interfaces, ensuring that division of responsibilities are clearly understood by all parties and ensuring no omission or duplication of activity. ▪ Monitor progress and prepare regular progress reports, take corrective action on progress where necessary. ▪ Provide technical insight and experience to the issues of design coordination and construction as and when required. 	

- Proactively develop and maintain project management systems and contribute to company management system reviews and audits
- Encourage others within the project to maximise their H&S understanding and minimise risk to appropriate levels
- Monitor time and budgets against programme and agree appropriate actions where necessary
- Assist in the management of the design process that may include other related design disciplines/teams

Groupwide

- Report to the Rendel Director and Group Country Manager.
- Act as Deputy Country Manager for the Ingerop Group's operations in Latvia.
- Undertake statutory director duties and responsibilities (if required).
- Represent the Company at industry and Group company events.
- Understand strategic business imperatives and take action to achieve them.
- Live the company values.
- Work within the remit of the Scheme of Delegation.
- Act as Assignment Director to ensure management of projects to programme and budget. Monitor assignment performance, budgets and resources.
- Provide technical leadership in design projects. Liaise with clients about technical solutions to stakeholders (including technical and non-technical clients), including the production of feasibility studies.
- Ensure successful delivery of projects by working collaboratively within a multi-disciplinary environment.
- Adopt procedures for standardisation of work products and deliverables, and peer review to ensure consistency and excellence in service delivery of the Company's technical work product.
- Implement and adhere to Company procedures in the management, delivery, and administration of Services.
- Contribute to the success of the Company's Integrated Management System (IMS), which includes Quality, Health & Safety and Environmental aspects by understanding their importance to our projects and the business. Operate within the IMS to ensure that your work and our projects are delivered to the best quality and so that we continually learn and improve.
- Embrace and contribute to the Health and Safety culture of the Company. Actively observe and maintain Health and Safety Policies across all activities and share good practice.
- Be aware of, and engage with, the Environmental objectives of the Group and consider sustainability across your individual, project and Company activities.
- Assist and support the development of high level of technical capability to deliver projects.
- Provide leadership and direction for the development of Rendel's business.
- Organise and manage technical staff, acting as a line manager supporting recruitment, training, CPD and implementation of 'Best Practice' and procedures.
- Lead recruitment of technical staff and assist and support a high level of technical capability to ensure appropriate resources are available for the successful delivery of assignments in Ireland and overseas, to maximise fee income and resource utilisation.
- Undertake other reasonable duties, as requested.

PERSON SPECIFICATION

KEY EXPERIENCE AND QUALIFICATIONS

- Professionally qualified Chartered Engineer through recognised institutions.
- Substantial experience in design and construction supervision of infrastructure projects.
- Experience as lead designer in a railway project of at least 200 million euros.
- Considerable practical experience of managing major projects, assessments and discipline-based business including exposure to solving a range of operational and strategic business problems, including budget management.
- Previous experience working and operating at a senior level, communicating and presenting to Board Level and to the client, and exposure to solving a range of operational and strategic business problems, and budget management.
- Substantial experience as Assignment Director/Manager and Designer level, with a proven ability and record of managing risk, delivering assignments to programme and budget and developing and maintaining relationships with key clients.

- A good understanding of project management principles, methodologies, contract law (e.g. FIDIC, NEC) and programme management.
- A thorough understanding of the construction process and parties involved including principals of project and programme management.
- Working knowledge of structural processes and design, with a particular emphasis on construction working methods.
- Strong knowledge of Eurocodes and other national and international industry standards, contracts, methodologies and procedures.
- Ability to build, maintain and develop relationships with key clients.
- People management experience e.g. general employee welfare, carrying out appraisals, training and development, involvement in resourcing and recruitment activities.
- Ability to identify appropriate opportunities and prioritise efforts in securing these to achieve targets.

COMPETENCIES

- **Technical:** Technical expertise in field. Able to proactively encourage team to keep relevant on technical developments and the broader industry and enhance own professional persona in the industry.
- **Communication:** Strong interpersonal skills; ability to communicate, listen and influence all levels of people effectively. Excellent reporting / writing and strong presentation skills. Able to judge audience and communicate technically complex matters to all stakeholders.
- **Critical Thinking:** Ability to think and act operationally and strategically, understands the bigger picture and commerciality of a situation for the project and Company. Seeks to make the most of opportunities.
- **Team:** Able to lead, contribute to and collaborate with multi-disciplinary teams in a matrix environment. Able to employ the wider team and encourages a culture of cross skill/function collaboration.
- **Leadership:** Acts as a role model and standard setter. Able to proactively coach, mentor and enable others to develop individual skills and broaden the capabilities and competencies within the company.
- **Project Management:** Driven to deliver success with a proven ability to plan long term and manage large/complex budgets, projects and programmes of work to agreed targets. Able to communicate a clear direction and individual roles and understands the importance of learning from successes and failures.
- **Business Acumen:** Able to articulate the business strategy and how individuals contribute to delivering it in a meaningful way. Seeks opportunities across the business, not just in their area of expertise.

PERSONAL STYLE AND BEHAVIOUR

- Self-motivated and committed, with a high degree of integrity.
- A team player who seeks to positively contribute to the working group with a collaborative attitude.
- Convincing in terms of a capacity to translate objectives into effective practical steps.
- Able to perform effectively within changing environments; demonstrates willingness and flexibility of availability to meet business needs.
- Demonstrates a strong need to achieve, setting high standards for self and others. Committed to the value of own role, takes initiative, and focuses on improving personal and business performance.