



Glanua

#JOB-2431059

Reading, United Kingdom,

No of positions : 1

Paid Position

39 hours per week

To be Confirmed

18/02/2026

18/03/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : recruitment@glanua.com



Open your camera
app & point here
to view this ad
online



Construction - Design Co-Ordinator

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

The Design Coordinator will play a pivotal role in the successful delivery of Glanua's AMP8 Design and Build Framework with United Utilities. You will be acting as the primary interface between the project delivery team, the design consultants and the client. This role ensures the efficient coordination, integration, and constructability of civil designs, from conception through to handover, ensuring compliance with client specifications, tie-in with MEICA disciplines and addressing regulatory requirements.

Please note the role is primarily based in the Reading region but may occasionally require travel for working on projects for our other regulated water clients in the UK.

Main Duties and Responsibilities:

The main duties and responsibilities of the Design Coordinator are outlined as follows:

Work as part of a team in the delivery of one or more projects at any one time, embracing the ethos of a "one team" culture.

Assist the Design Manager with the preparation of drafting work scopes and man hour estimates for all proposals.

Generate design deliverables list and design schedule for the pursuit.

Track the development of design deliverables, ensuring quality and on-time completion.

Recognize and determine priority of tasks and schedule work for on-site and off-site design teams.

Conduct meetings, reviews, prepare documentation and assist the PM in preparation of contractual communication to owner and subcontractors.

Participate in discipline task force teams, peer reviews, and evaluation of construction means & methods and applies lessons learned/best practices.

Assist in coordination of Requests for Information (RFIs), submittals, and shop drawings for conformance with contract requirements in support of the construction schedule.

Facilitate coordination meetings for each of the above to move them forward.

Monitor scope and assist in the preparation of change documents and analyse interdisciplinary impacts.

Assist in design and construction reviews and to gain approval of all design-related questions/clarifications and packages. Participate and facilitate design review meetings with owner, stakeholders, and operators to advance design packages.

Provide field and construction guidance to CAD Designer/Drafters, Designers, and younger Engineers on-site or off-site to ensure design meets as built and existing conditions.

Assist with identification of out-of-scope tasks and preparation of change orders to owner and/or contractor.

Assist with design and schedule estimates for owner-directed change orders and contractor requested changes. Monitors drafting progress for all disciplines on his/her specific projects.

Review designs for constructability, buildability, and efficiency, providing practical input to optimise solutions.

Identify and promote value engineering opportunities to achieve cost savings and programme efficiencies without compromising quality or performance.

- **Sector:** construction

Career Level

- Not Required