



Technical Author

Dome Consulting is a leading commissioning management and documentation specialist consultancy within the property development and construction industry.

Dome is looking for an experienced technical author to join their technical authoring division in central London. The ideal candidate would be an experienced technical author or engineer educated to degree level with experience of working within the construction industry. The successful candidate will be able to demonstrate a good understanding of the purpose and contents of building Operation & Maintenance manuals for both building structure, fabric and services disciplines.

General description of job activities:

Researching and procuring information:

- understanding the business systems and applications for which documentation is to be prepared
- gathering and analyzing the information needs of the user
- procuring design and contract information to prepare the technical manuals and project hand-over documentation

Communicating and collaborating:

- attending team planning/briefing meetings
- questioning developers and managers to clarify technical issues and obtain information
- satisfying user requirements by liaising with subject matter experts including commissioning managers, contractors, suppliers and project consultants
- working with IT applications such as collaboration tools, micro-soft office and project, databases and Dome's in-house documentation management solution, Dome Connect

Writing and editing content:

- writing, editing and presenting information in clear and simple English and to fit with the agreed style, making sure the information is organised effectively
- commissioning, coordinating or preparing illustrations
- indexing and cataloguing material
- copy-editing the work of colleagues within the organisation

Managing projects:

- planning and managing the authoring of the project
- creating work schedules and working on and managing multiple projects simultaneously

Continuing professional development:

- keeping up to date with developments and trends in the industry and attending training courses as necessary
- keeping up to date with legislation and energy/environmental directives
- marketing and publicising services and skills to potential clients



Salary	£25000 – 35000
Career Level Required	Experienced (Non-Manager)
Experience Required	
Education Desired	Bachelor's Degree
Job Type	Permanent
Job Status	Full Time
Location	Central London

To apply please email your CV and Cover Letter to central@domegroup.co.uk