



Total Utility Connections Ltd

Title: Streetworks Coordinator
Reports to: Pre-Construction Manager
Based at: 3-5 Castlebridge, 5-19 Cowbridge Road East, Cardiff, CF11 9AB
Hours: 37.5 hours per week

Salary: To be determined on experience

Summary of Role:

To provide Streetworks support to the business in accordance with our works management system. The Streetworks Coordinator will act as the focal point between the Company and the relevant highways authority across our project portfolio and will be required to create and administer permit applications in accordance with the relevant regulations and in conjunction with both internal and external timescales.

Key Responsibilities and Accountabilities:

- Preparation, submission and administering of Streetworks notices in compliance with current legislation
- Receive and record data onto work management systems
- Supply updates to project stakeholders in various forms of communication
- Request and review Traffic Management Plans
- Liaise with the Construction team to arrange the hire/off-hire of traffic management
- Liaise with operational teams to ensure all projects have the appropriate paperwork and notices in place for works to begin
- Challenge any FPNs received for completed works
- Respond to high-risk defects and escalate appropriately
- To work with internal and external stakeholders to contribute to the delivery of projects
- Liaise with sub-contractors/suppliers in conjunction with planned activities.
- Create Work Requests for the Construction teams
- Adhere to stated policies and procedures relating to health and safety and quality management
- Attend training and develop relevant knowledge and skills
- To carry out any other duties deemed appropriate for the role

Person Specification:

- Self-motivated and eager to learn
 - Proactive and able to work off own initiative
 - Possesses strong interpersonal skills to be able to communicate effectively
 - Ability to prioritise their workload effectively with strong time management and organisational skills
 - Emphasis on accuracy with excellent attention to detail
 - Adaptable and responsive to change
 - A strong working knowledge of IT systems and Microsoft packages
 - An excellent standard of numeracy and literacy with an ability to construct professional written correspondence to all stakeholders
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Employment Package:

Generous annual leave allowance with additional Christmas closure allowance

Discretionary bonus scheme

Life insurance (3 x salary)

Pension with 5% employer contribution and additional life benefits

Evidence or examples of experience may be requested at interview

References will be requested post-appointment (if applicable)