

Job title	NRSWA Coordinator
Reporting to	Team Leader
location	Leeds
Job summary	<p>Svella Connect is a leading provider of telecoms and digital infrastructure, building and installing high-speed broadband networks to help connect businesses and residents with full-fibre internet. With depots in Warrington, Leeds and Kirkby In Ashfield, Nottinghamshire, we are a leading contractor for telecoms and internet providers such as Virgin Media and Openreach – and carry out a range of projects across Yorkshire, Midlands and the North West.</p> <p>Our vision is to be the employer of choice in the industry by investing in long-term growth, introducing technology, innovation and developing efficient ways of working to ensure excellent service for our clients and their customers.</p> <p>An opportunity has arisen for a NRSWA Coordinator based at Leeds.</p> <p>Reporting to Contract Support Manager you will monitor and maintain the entire life span of the permit. You will be required to distribute daily NRSWA reports and carry out jeopardy management tasks for all relevant orders. You will be working within clear legislative guidelines but be able to work on your own initiative when required. You will make extensive use of IT systems including the preparation of spreadsheets, and management reports.</p> <p>The main duties include responsibility for the following:</p> <ul style="list-style-type: none"> • Preparation, submission and updating of streetworks permits in compliance with current legislation • Monitor client systems to deliver client specific requirements if required • Communicate with operational staff to identify critical areas of client delivery • Receive and record data onto work management systems • Supply updates to clients in various forms of communication to ensure client satisfaction • Ensure compliance to both the contract and NRSWA and report any non-compliance issues where appropriate by escalation to the Contract Support Manager. • Liaise with the Highways through various platforms <p>Other duties include:</p> <ul style="list-style-type: none"> • Development of strong team working relationships • Ensuring compliance to procedures
Skills, qualifications and experience required	<p>The ideal candidate for this role should have the following skills:</p> <ul style="list-style-type: none"> • Experience with NRSWA processes and operating experience with knowledge of relevant systems • Ability to work well under pressure and to multitask • Working within defined processes. • Excellent knowledge of a Scheduling and Planning Team environment and planning tools • Experience with Microsoft Office • Training on internal systems will be given • Good written and verbal communication

Salary & Benefits	Salary = Competitive Benefits = Pension 3% employee contribution/5% employer 25 days holiday plus statutory Training and ongoing development Health Care (Vitality)
Applications	All applications in writing, including full CV to: recruitment@svellaconnect.com or please visit our candidate portal via our website https://www.svellaconnect.com/careers At Svella Connect, we are committed to creating inclusive opportunities for all our employees. We encourage applicants from all backgrounds to reflect the communities in which we operate and serve, and the customers we support. Please do let us know should you require any reasonable adjustments during any part of the application process.