

JOB DESCRIPTION

JOB DETAILS

Job Title:	Noticing Administrator
Vacancy Reference:	RJM1024
Salary:	Competitive
Department:	City Fibre
Reporting To:	Street Works Manager
Hours of Work:	40 hours per week
Base:	Nottingham
Contract Type:	Permanent

JOB SUMMARY

We have an exciting opportunity for a Noticing Administrator to join our team. You will be part of the street works/noticing team to ensure that the company's work is effectively programmed through submitting notices and permits.

Required Critical Behaviours

- Strong IT skills, with excellent knowledge of all Microsoft packages
- Previous noticing/permitting experience
- A general knowledge of the NRSWA (New Roads and Street works Act)
- Good verbal and written communication skills
- Previous experience of investigating and dealing with complaints
- Ability to work to timescales and deadlines
- Great organisational skills

Duties and Responsibilities

- Asses permit applications from the operations team to ensure all works are in line with legislation and appropriate permit scheme conditions
- Ensure all appropriate Street Works Notices and Permits are submitted to Local Authorities
- Liaise with the operations team and Local Authorities to submit applications for road closures, portable traffic signals and any other criteria required
- Provide updates in to works management systems and insight
- Receiving, investigating, and actioning FPN's, defects and any other noticing/permitting matters

- Tracking progress of live jobs on the system, and closing jobs within a designated timescale once complete
- Run daily permit reports to action
- Printing off job packs and uploading to the system

ABOUT US

McCann Ltd is a leading civil and electrical engineering construction company that operates throughout the UK on major road, rail, and airport infrastructure projects for public and private sector clients.

We provide our clients with integrated infrastructure solutions that meet business needs and exceed expectations each and every time.

Since our formation, some forty years ago we have developed a wide range of specialist contracting services to support the successful delivery of major infrastructure projects throughout the UK. As a leading supplier and installer of street lighting, traffic signs, signals, communication systems and associated civil engineering we can also play a key role in the development of project design and buildability whilst working comfortably within a wide range of contractual arrangements.

With a large, highly skilled, directly employed workforce, supported by an extensive specialised plant fleet we are able to take on and deliver the most demanding of projects to programme and budget.

Furthermore, as a business, employer, and member of the wider community, we fully recognise our social responsibility, always striving to build a safe, sustainable entity which is environmentally responsible.

With an ambitious strategy, we are poised for further growth and success, so if you are committed, talented and enthusiastic, McCann's is the right place for you.

WHAT WE OFFER

In return we offer an opportunity to work on some of the UKs most exciting construction projects, in a fast-paced environment where each day brings new challenges as well as a competitive salary and benefits package. We will always consider flexible working hours and arrangements.

- 25 days annual leave entitlement, plus bank holidays
- Competitive salary
- Discount gym membership

EQUALITY, DIVERSITY & INCLUSION

J McCann & Co Limited

Job Description & Person Specification



J McCann is an equal opportunities employer and will not discriminate on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or parental leave, race, religion or belief, sex, or sexual orientation. In line with our Social Value commitment, we will guarantee an interview to any member of groups experiencing disadvantage, including long term unemployment, ex-offenders, and those not in education, employment or training that meets the essential competencies set out in the job description and person specification.

As an employee, you have the right to:

- A workplace that is free from unlawful discrimination, harassment, or bullying
- Inclusive practices and behaviour in the workplace
- Equal access to benefits and conditions
- Fair allocation of workloads
- Competitive merit-based selection processes for recruitment and promotion
- Accessible processes to deal with work-related complaints and grievances

HEALTH & SAFETY

Every employee is responsible for their own safety and the safety of other in the workplace and has a duty to report any issues or perceived risks to their line manager in the first instance or the Health and Safety department.



PERSON SPECIFICATION

Factors	Description	How Assessed (A/I/Q)
Qualifications		
Experience	Previous noticing/permitting experience	A
	Experience of investigating and dealing with complaints	A
Skills / Knowledge	A general knowledge of the NRSWA	I
	Strong IT skills, with excellent knowledge of all Microsoft packages	A
Personal Attributes	Organised	I
	Good communication skills (verbal and written)	A/I
Other		

*A= Application Form I=Interview Q=Qualification/Certificates