**JOB DESCRIPTION**

**JOB DETAILS**

**Job Title:** Streetworks Coordinator

**Vacancy Reference:** RJM1045

**Salary:** Competitive

**Department:** City Fibre

**Reporting To:** Support Team Manager

**Hours of Work:** 40 hours per week

**Base:** Nottingham

**Contract Type:** Permanent

**JOB SUMMARY**We have an exciting opportunity for a Streetworks Coordinator to join our team at McCann’s. You will be working on a large City Fibre project and will be responsible for requesting and submitting NRSWA Street works permits, ensuring all works are permitted in accordance with the Traffic Management Act.
**Required Critical Behaviours**

* Extensive knowledge with Symology and streetworks
* Previous experience within a Streetworks/Noticing environment essential
* NRSWA qualification preferred
* An understanding of local government and contract management
* Ability to read Civils Plans and to permit from them direct
* Extensive Knowledge of FPN’s, Section 74 and Traffic Management
* Good negotiation skills
* Ability to work reactivity and at high demand
* Excellent methodical working
* Excellent communication skills, both verbal and written
* Ability to deliver high levels of customer service
* Good time management with the ability to work to tight deadlines
* Extensive Microsoft Excel ability

**Duties and Responsibilities**

* Start to Finish process for streetworks permits using notice management systems, ensuring compliance with NRSWA
* Start to Finish process for FPN, Section 74 , Section 72
* To raise permits directly from a Civils Plan, Plan Traffic Management.
* Maintain accurate records of progress and completed work
* Liaise with local authorities and suppliers regarding permit compliance
* Work to strict deadlines, providing weekly reports to ensure KPI’s are being met
* Escalate any related issues that could impact the delivery of targets
* Ensure compliance with Health and Safety and Environmental policies
* Supporting operations with other administrative tasks

**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 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**

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| **Factors** | **Description** | **How Assessed (A/I/Q)** |
| **Qualifications** |  |  |
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| **Skills / Knowledge** |  |  |
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**\*A= Application Form I=Interview Q=Qualification/Certificates**