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Job Title:	Planning and Project Admin
Location:	Chester / Warrington
Deadline:	ASAP

Key Purpose of the Role

You will be working as part of a team in support of the fibre design, planning and project managers. The process of design, mobilising of delivery partners and delivery of projects is critical to the delivery of excellent customer service. Working as part of a delivery team in a busy environment you will be an escalation point for project related calls, Openreach queries, contractors associated with work packs and as-built records and managing the contractors for invoice/payment process.

Key Accountabilities

Fibre Design Support

- Manage the tracking system to ensure queries are responded to
- Facilitate the communications queries between project manager, contractors and Project Managers
- Manage project files on SharePoint
- Utilise the Openreach systems to manage
 - Reserving the PIA routes
 - Entering the whereabouts information
 - Complete the 'As-Built' records
 - Managing the Openreach systems to authorise staff to access Openreach premises/systems
- Track PIA works

Project Management Support

- Co-ordinate the street management works
- Set up the individual project start up files
- Facilitate communications with the clients to support the PM
- Carry out the project closure tasks, including a financial summary working with the finance department and ensuring any billing is triggered
- Capture and prompt compliance with promised service timescales
- Enter the PIA information on the ITS asset management and record system
- Put in place and manage project management tracking and performance reporting
- Liaise with the customer service team

Package Overview

- Competitive salary

Person Specification Overview

Experience

- Experience of using 3rd party IT systems
- Use of Microsoft word, Excel and PowerPoint
- Knowledge of Physical Infrastructure Access (PIA)
- Use of Microsoft Project Professional

Knowledge

- Knowledge of Prince 2 project management methodology
- Knowledge of ISO 9001 and 14001
- Knowledge of street works and noticing

Skills/Abilities & Relevant Competencies

- Communication skills, working with customers, clients and colleagues.