

Job Title	Administrative Assistant
Department	Streetworks
Reports to	Network Support Assistant
Grade	Grade 2
Purpose & Overview	<p>Our Street Works Department is looking to appoint an Administrative Assistant to support the team in delivering street works compliance within WWU.</p> <p>Your role would involve monitoring and raising notices and permits. You would be managing comments, inspections, defect notifications, directions and other EToN transactions to and from highway authorities, preventing noticing failures and minimizing liabilities such as overrun charges and fixed penalty notices.</p> <p>A key aspect of the role is providing support to the business in all aspects of noticing and street works compliance, liaising with highway authorities, planning, operations and reinstatement contractors.</p>
Key Accountabilities	<ul style="list-style-type: none"> • We are looking for someone who has good understanding of NRSWA and TMA legislation, plus associated regulations and codes of practice • Knowledge of WWU core systems, such as SAP, Symology Insight, Streetmanager, BAM RMS, etc. • We need you to be numerate with good written and verbal communication skills and you need to have excellent organisational and administration skills • We would like you to have a high standard of keyboard skills and a working knowledge of standard Microsoft applications • Should have good analytical and problem-solving skills, the ability to prioritise and plan work • We would need you to be the single point of contact for daily enquiries from internal and external stakeholders • We are looking for someone with the ability to demonstrate our core behaviours of teamwork, customer service, pride and energy.
Technical Know-How & Skills	<ul style="list-style-type: none"> • A good understanding of the statutory requirements under the NRSWA Act 1991, Traffic Management Act 2004 and the relevant street works codes of practice. Desirable not essential. • Ability to deal with a wide variety of tasks, whilst meeting strict deadlines is essential. • Excellent administrative, oral, written communication skills are required and a good general standard of education.

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| | <ul style="list-style-type: none">• High standard of keyboard skills. Competent in the use all standard Microsoft and other standard desktop packages• Effective and useful liaison with internal and external customers is essential.• Excellent accuracy, numerical and communication skills. |
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