

Job Title	Logistics and Permitry Co-ordinator
Department	Build & Repair
Reports to	Logistics and Permitry Manager
Grade	Grade 3
Purpose & Overview	To ensure end to end oversight of permits, monitoring jobs to ensure key deadlines are met, scheduling drivers and teams to minimise the street works costs and maximise the logistics fleet efficiency.
Key Accountabilities	<ul style="list-style-type: none"> • Co-ordinate drivers by planning routes using company systems to ensure effective and efficient utilisation of our vehicles & ensure that the associated systems and paperwork are completed correctly and in a timely manner. • Liaise with external and internal customers to effectively manage fleet and resources, ensuring seamless delivery to and from our stores, communicating with external suppliers as appropriate. • Identify performance and productivity issues and raise with appropriate managers • Monitor daily/weekly/monthly MI and KPIs, and take corrective action where standards are not achieved. • Ensure compliance with VOSA requirements through weekly monitoring • Participate in the measurement of departmental/team objectives, to enable performance gaps to be identified and addressed. • Accountable for operating the processes in relation to NRSWA notices/permitry, with the aim of avoiding any Fixed Penalty Notices/Section 74 charges, including extension requests/error corrections are obtained within the relevant timescales and Monitor systems to ensure compliance • Investigate any Highway Authority Fixed Penalty Notices/Defects and Section 74 charges and communicate findings to relevant stakeholders • Challenge the status quo and present solutions • Pro-actively communicate with all stakeholders to ensure reinstatement is completed within agreed timescales • Where required liaise with Highway Authorities to ensure traffic management measures are agreed and approved
Technical Know-How & Skills	<ul style="list-style-type: none"> • Numerate with excellent written and verbal communication skills.

	<ul style="list-style-type: none"> • Excellent organisation and administration skills. • Competent in the use all standard Microsoft and other standard desktop packages - intermediate to advanced level of Microsoft Excel skills is required • Have a good knowledge of various systems such as SAP • Demonstrable knowledge of relevant legislation, policies and procedures and a clear understanding of the Wales & West Utilities business, in particular, Operations. • Excellent customer service skills are also essential • Experience of adhering to strict deadlines is also essential. • Ability to demonstrate our core behaviours of teamwork, customer service, pride and energy
Qualifications	<ul style="list-style-type: none"> • Maths and English GCSE's (or equivalent) are desirable • CPC qualifications are desirable but not essential • Valid current driving license is preferable