

## Job description

**Job Title: Network Access Administrator**

**Location: Office based – Northamp. Region**

**Department: Network Access**

**Position Reports To: Network Access Coordinator**

**Salary: Up to £22,000 per annum**

### Company Overview

Gigaclear is a high growth company delivering fibre-optic broadband to underserved rural communities in England. Started in 2010, the company is expanding rapidly across England. With head offices based in Abingdon, Oxfordshire and a significant proportion of staff based in the field Gigaclear currently has over 280 employees and is pursuing ambitious growth plans.

### Purpose of the job

The Network Access team is responsible for ensuring that Gigaclear have all the relevant permissions in place in a timely manner to enable the build of the network proposed by the design team.

The Network Access Administrator will support the acquisition of Network Access Agreements in a timely and accurate manner for the delivery of major telecommunications FTTP projects. This role requires commitment, flexibility and accuracy to meet high quality standards.

Reporting into the Network Access Coordinator, the Network Access Administrator will work closely with Planning, Build and Delivery team to help facilitate the granting of Network Access Agreements in line with the business plan.

### Key Accountability & Responsibilities

- Support the Network Access Coordinator and wider Network Access Team in:
- Reviewing the detailed design against the ability to produce meaningful Network Access Agreements.
- Producing and sending out Network Access Agreements as specified by the Network Access Database
- Maintain accurate records of all interaction with landowners Agents and internal departments by updating the Network Access Database
- Chase and progress Network Access Agreements to move forwards to completion
- Carry out land searches including adopted highway and land registry searches
- Liaise with customers, land agents, solicitors and other team members regarding all wayleave matters
- Deal with day to day queries and incoming calls from a variety of sources and log on the Network Access Database

- Carry out administrative tasks around the issue and progress of Network Access agreements in line with the Standard Operating Procedures to maintain consistency
- Issue payment requests to finance for payment Network Access Agreements

## **Knowledge & Skills**

- High attention to detail with the ability to meet deadlines
- Critical thinking and problem solving, ability to use initiative
- Excellent organisation, communication and telephone skills
- Previous experience with data analysis and Excel functionality
- Management or Coordination experience of small teams
- Basic Excel skills

## **Qualifications & Accreditations**

GCSE Qualifications or equivalent with excellent verbal, written and numerical skills.

## **Our Values**

**Find a way** - we will work together to deliver market-leading solutions and provide customer service excellence to our communities

**Do the right thing** - we always base our decisions on what we believe is fair, considerate and in the best interest of our customers and our colleagues

**Be committed** - we are all accountable for our actions and work relentlessly with our many customers to deliver on our promises

**Keep it simple** - we take potentially complex and confusing information and we make it easy for everyone to understand

*This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may be varied (after discussion), subject to the needs of the business and in keeping with the general profile of the role.*

*Gigaclear is not currently engaging with any external recruitment agencies or suppliers for this role. Gigaclear has a preferred supplier list of Agencies / Suppliers with whom T&Cs have been agreed and Gigaclear will only accept CVs from these suppliers for roles we have formally requested they work – this request will come from a member of the HR team. Any speculative CVs submitted without this request will be deemed property of Gigaclear and may be engaged with directly without Gigaclear being liable for any “introduction fee”.*