



Streetworks Administrator Salford

Our Company

Network Plus is a leading utility and infrastructure service provider, operating across the UK.

Originally established in 2000, under the trading name T&K Gallagher, the company has grown significantly through the award of long-term contract frameworks with major utility organisations and infrastructure providers. With a current workforce of over 2,000, our services are delivered through an absolute focus on health and safety as well as market leading levels of service to both our clients and their customers.

Our Headquarters are based in Salford, near Manchester, and we operate from over 18 regional depot bases. We deliver services 24/7/365 in city centres as well as rural locations.

Our vision is to be the best service provider in the UK utilities and infrastructure sectors by safely constructing, maintaining and managing essential services at the lowest sustainable cost.

Our role

As a Streetworks Administrator you will support the Operational Support team. You will provide support to ensure that the company's work is effectively programmed by submitting notices/permits, responding to council comments and jeopardy managing notices/permits to minimise the risk of Streetworks non-compliance.

Main Duties

Scheduling of work in accordance with SLA and permits

Understand the works system and work to the processes accordingly

To maintain timely and accurate input and uploading of information into the works management systems, ensuring that all issues are recorded and escalated.

Understanding and using the Symology system

Responsible for Streetworks performance and driving continual improvements with the Operational teams

Liaise with Supervisors and sub-contract teams to ensure programmes are delivered ensuring that all the client and operational requirements are met in a professional and efficient manner.

Validate and transmit notice/permit requests in a timely manor

Opening and closing of street work notices/permits

Submit final registrations

Identify street works issues and apply early intervention

Escalate street works compliance issues where appropriate

Liaising with local authority's and client representatives

Coordinating with other 3rd parties e.g. Parking suspensions, bus stop suspensions, road closures etc

Analyse and respond to Section 74 charges & fixed penalty offences

Run and circulate daily jeopardy reports as required

Monitor and chase any outstanding issues

General admin support

To provide a positive and innovative input into the team, through provision of solutions to problems and embracing change.

To ensure that safety issues are reported in line with Company procedures

Experience and Qualifications

Experience of working within the Utilities sector

Streetworks and Symology experience with sound knowledge and understanding of statutory requirements

Be IT and system literate

Strong written and verbal communication skills

Able to work in an organised manner to meet important deadlines

In depth understanding of the operational activity

Exceptional organisational skills

Good working knowledge of Microsoft Office systems

Strong planning and organisational skills

Ability to communicate effectively under pressure

Salary and Benefits

We offer a competitive salary based on experience along with a full benefits package.

Network Plus is proud to be an Equal Opportunity Employer. We celebrate diversity and do not discriminate based on race, religion, colour, nationality, sex, sexual orientation, age, veteran status, disability status, or any other applicable characteristics protected by law.

We understand that privacy and the security of your personal information is extremely important. By applying for this role, you agree to the terms of our privacy policy which you can find here - <https://networkplus.co.uk/privacy-and-cookie-policy>.