



Role profile

Job details

Job title	NRSA Contract / Office Administrator
Department/Business stream	Southern Region

Main purpose of the role:

As our Contract / NRSA Administrator you will ensure that works are carried out in accordance with the New Roads and Street Works Act 1991, (NRSA). Advising colleagues and engage with clients to carry out NRSA directly.

This is a challenging role but also rewarding with the opportunity to play a key role in supporting the Southern Region in its portfolio of Works based in Tyttenhangar Park.

Main duties and responsibilities

Key Accountability and Responsibilities

- Support the project teams with all planning related responsibilities associated with the management of their contracts and reporting requirements
- Ensure central filing system is utilized and up to date
- Provide support and input into company KPI's
- Respond to Highway Authority comments and modification requests
- Send out daily reports on street works activity i.e permit status and registration update
- Participate and support the project teams in project and programme planning and progress meetings
- Identify and maintain programme and schedule interface activities relating to NRSA and the project
- Maintain up to date and accurate schedule requirements
- Maintain awareness of commitments and undertakings and support efforts to manage the requirements to avoid breaches of legislation and compliance
 - Starts /Stops
 - Site Clear
 - Registration
 - 24 Hour Defects
 - Interim's permitting and allocating
 - In day progress chasing of teams
 - Extensions Reinstatement
 - Stakeholder Engagement
 - Ad hoc Admin
 - Request Extensions
 - Update Project Coordinator on job status
- You will be responsible for: Opening, Coordinating and Closing of Street works alongside the Planning team
- Co-ordinating with other 3rd parties e.g. parking suspensions, Bus Stop suspensions, Road Closures etc.
- Coordinating and administering Section 50 licenses
- Analysing and Responding to FPN's and Section 74 charges
- Compiling reports for proposed and in progress works where required
- Sending permit registrations where required



<ul style="list-style-type: none"> All other duties necessary for the successful completion of a project alongside the Project team 	
<p>Collaborative Working</p> <ul style="list-style-type: none"> Build collaborative relationships internally and with the Client and supply to deliver business objectives, targets and outcomes. Engage in companywide improvement and reviews meetings/workshops 	
<p>Audit and governance</p> <ul style="list-style-type: none"> Monthly commercial and project review of schemes Contract control management aligned to business governance Audit compliance 	
<p>Key measures & targets</p> <ul style="list-style-type: none"> Barhale monthly and weekly reporting milestones are achieved Contract milestones are achieved Adherence to Business objectives Deliver regional 3 Pillar KPI's 	<p>Key relationships</p> <ul style="list-style-type: none"> Customers and stakeholders Subcontractors and suppliers Site team members and support departments Current and potential clients

Person specification

Criteria	Requirement	Essential/Desirable
Knowledge, Skills & experience	<ul style="list-style-type: none"> Utility Street works Coordination background 	D
	<ul style="list-style-type: none"> Good working knowledge of Microsoft suite of packages 	E
Personal Qualities	<ul style="list-style-type: none"> Ability to communicate at all levels 	E
	<ul style="list-style-type: none"> Good interpersonal and person management skills 	E
	<ul style="list-style-type: none"> Able to work well under pressure 	E
	<ul style="list-style-type: none"> An ability to work proactively, accurately and to strict deadlines under pressure. 	E
	<ul style="list-style-type: none"> The appropriate candidate must be assertive and confident when liaising with Project Managers, Local Authorities and other stakeholders. 	E

How to apply send your CV to - careers@barhale.co.uk

come and work with us



We are an equal opportunities employer. We are determined that no job applicant or employee receives less favourable treatment on the grounds of sex, pregnancy or maternity, gender re-assignment, sexual orientation, religion or belief, marriage or civil partnership, age, race or disability. All information will remain confidential to Barhale and will be handled in accordance with the requirements of the Data Protection Act.