

## Job Description

**Job Title: Pre-Installation Coordinator**

**Location: Office based, Abingdon**

**Department: Installations & Maintenance**

**Position Reports To: Pre-Installation Manager**

### 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 250 employees and is pursuing ambitious growth plans.

### Purpose of the job

The Pre- Installation Coordinator is responsible for delivery coordination of Gigaclear's Network Acceptance and Service Provision activities, including identification and timely resolution of FTTH network build issues prior to customer installation on Gigaclear Network.

The Pre- Installation Coordinator will keep all relevant parties updated on the progress of network build issues resolution.

### Key Accountability & Responsibilities

- Review build information to identify pre- installation issues
- Coordinate Service Provision delivery and network build issue resolutions
- Track project deliverables
- KPI reporting
- Contribute to lessons learned
- Assist installation and maintenance team where necessary
- Liaising and coordinating activities with Noticing/ Permit teams
- Work with Wayleave team to identify and resolve Wayleave agreements/ issues
- Purchase Order Management
- Documentation:
  - Processing Civil and Installation Inspection reports and documentation e.g. core testing reports
  - Processing CDM and H&S documentation

## **Knowledge & Skills**

- Previous experience working as a Project Coordinator within a Telecoms Network Infrastructure company
- Understanding of Permits and Noticing is desirable
- Understanding of Project Processes and Project Flow
- Purchase Order management
- Project management and build management knowledge
- Understanding of fibre-based telecommunications is desirable – FTTH, FTTx

## **Qualifications & Accreditations**

Prince2 is desirable, but not mandatory

NRSWA is desirable, but not mandatory

## **Our Values**

- We are effective and passionate in what we do
- We are speedy and responsive to colleagues and customers
- We are clear and open with all
- We deliver a transformational experience
- We are in a shared endeavour and will succeed together

*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.*