

Job Description

Job Title: Wayleave Coordinator

Location: Office based

Department: Design

Position Reports To: Wayleave 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 Wayleave Coordinator will undertake the acquisition and negotiation of Wayleave 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 Wayleave Manager, the Wayleave coordinator will work closely with Planning and wider teams to help facilitate the granting of Wayleave Agreements.

Key Accountability & Responsibilities

- Prioritise and track wayleaves agreements with the planning and build teams
- Coordinate the sequencing of wayleave with the administration team.
- Produce and send out Wayleave agreements via Wayleave requests forms from the planning/delivery teams
- Maintain accurate records of all interaction with landowners Agents and internal departments by updating the Wayleave tracker
- Update and maintain the Wayleave register and tracker
- Chase, negotiate and progress Wayleave applications to completion
- Carry out land registry searches to be incorporated within the Wayleave Agreement, to show the land ownership boundaries, access routes and other permissions that are required
- Liaise with customers, land agents, solicitors and other team members regarding all wayleave matters
- Provide support to the Planning and Project department
- Deal with day to day queries and incoming calls from a variety of sources and log on Wayleave register
- Carry out administrative tasks around the issue and progress of Wayleave application
- Issue payment requests to finance for payment Wayleaves

- Complete highways adoption searches to exclude wayleaves on adopted land
- Coordinate the sharing of agreement details and updates with third party wayleave services teams.

Knowledge & Skills

- Telecommunications
- Microsoft Office package experience
- A methodical approach to work
- Excellent organisational, communication and negotiation skills.
- Attention to detail
- Previous experience in planning and/or Wayleaves, competent in the use of Land Registry searches
- Working with legal documents, Solicitors and Land Agents
- Knowledge of Wayleave Agreement and the Telecommunications Code is desirable.

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.