



NRSWA Coordinator

Role Responsibilities:

- Raising Permits through Symology, Aurora and Skewb in accordance with procedures
- Ensure all permits are administered with the correct information and within the correct timescale so that no FPN's or charges are incurred.
- Prepare and distribute Streetworks permits before the start of the work.
- New Roads and Streetworks (NRSWA) co ordination
- Co Ordinate with the local authorities
- Starting and stopping permits for teams on site
- Registering reinstatement following works being completed within the timescales.
- Liaising with Teams to discuss works, arranging for new works to be booked in/planned and managing trackers to keep on top of progress.
- Monitoring inspections on the systems
- Uploading permit requests, registrations and Open and Closing documents to the shared drive
- Checking systems for any updates, queries etc. hourly
- Ensure all permits are opened and closed on time to avoid any fines or section 74 charges issued by the council, reporting of any Section 74 charges to the NRSWA Manager
- Any defects, fines or charges are reported, rectified, and paid in time.
- Any high risks to be reported within the hour.
- Keeping in contact with Envevo teams, Contractors and Traffic management
- Make sure permits are submitted onto the correct Prefix systems.
- General admin and Ad Hoc duties as and when required.
- Reporting any Early starts, extensions or changes to permits to the NRSWA Manager before actioning.
- Weekend working is required.

Essential Training or Qualifications

- Certification in Streetworks Training is essential.
- Experience using Streetmanager, Aurora (England & Scotland) is essential.
- Experience with legislation for both Scottish and English in Road works is desirable.
- Strong communication and organisational skills
- Experience working in a fast-paced contract environment.
- Experience working for an electrical engineering company or in the construction industry.

COMPANY

Envevo is a leading ICP and EV ChargePoint installer serving commercial clients across the UK. We offer a full turnkey service comprising connections to the grid, civil engineering services, and full installation of electric vehicle chargers.

LOCATION

Glasgow – G32 8EY

BENEFITS

Hybrid Working

Generous Holiday Allowance

Private Healthcare

Car Allowance

EV Car Scheme

CONTACT INFO

Should you wish to apply for this role, please send your CV and covering letter to:

careers@envevo.co.uk

or apply via:

[Envevo.co.uk](https://envevo.co.uk)

Envevo Ltd. are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

