

# DEPLOYMENT MANAGER

**Business function:** Network Build

**Reports to:** Project Delivery Manager

**Location:** Near Maidstone, Kent

**Salary:** £25,000 to £27,000 depending on experience

**Terms:** Permanent full time. Flexible working

## TRULY FIBRE, TRULY FAST

We're expanding our team as we transform broadband in Kent and beyond. If you'd like to join us on our exciting journey, we'd love to hear from you. We are building our own fibre optic networks to homes and businesses using Fibre to the Premises (FTTP) technology – this means we can offer our customers the highest speed and highest quality broadband services in the country – guaranteed! The Trooli networks are modern, future-proof and fit for the digital age.

## THE ROLE

We're a small company with a very exciting future. This project coordination role provides a great opportunity to combine working on-site with flexible desk-based working. You be part of an installation team of four people, which will be tasked with extending our fibre optic network to a complete town or village. The role will be ideal for someone with previous experience in administration or project coordination, who is looking for something a bit different, and an escape from your standard office environment!

## Responsibilities

**Project coordination.** Coordinate your team's activities. Assist the Project Manager with collating and loading data into project control files to keep project plans and asset records up-to-date.

**Permits and Notices.** Manage Permits and Notices to local authorities for working on Highways land; Prepare and submit Notices, liaising with our Operations team; Carry out Works registration once completed; Raise requisitions for charges; Obtain permission to dig on private property.

**Route plans.** Interpreting plans produced by planning team to produce the Job Packs for the installation team and subcontractors, Trooli infrastructure and asset lists, and Box-to-Box cable route diagrams.

**As-Built documentation.** Collate evidence from the installation team to assist the Project Delivery Manager with the As-Built submission on completion of build.

**Procurement.** Produce requisitions and orders for services, and authorising suppliers' invoices.

## Your experience

You will have at least 3 years' experience in project coordination roles and be ready to take on your first management position. A broad-based understanding of the telecoms industry will be very helpful; a willingness to learn and grasp new concepts quickly will be essential. You will be able to demonstrate how you have worked unsupervised, used your initiative, and have excellent problem-solving skills.

You will be a strong team player. You will also have the communications skills and confidence required to manage people in other parts of the organisation, and work positively with external contractors. You will have a very organised and methodical approach, delivering high-quality, accurate work. Secure IT skills are essential; you will be quick to grasp the intricacies of third-party websites and software. Your previous roles will have involved collating and analysing information, and successfully prioritising tasks to meet strict deadlines.

## Your skills and personal attributes

- Excellent communication skills
- Excellent time management
- Assertive and dependable
- Self-motivated organiser
- Flexibility and adaptability
- Confidence with Microsoft Office, particularly Excel
- Ability to interpret plans in various formats
- High level of numeracy
- Desirable: Knowledge of NSRWA Streetworks (training will be given)

## Training we provide

- Certified Associate in Project Management (CAPM) qualification from the Project Management Institute (PMI).
- NSRWA Streetworks where required.

## Your personal benefits

- 25 days paid holiday, plus bank holidays
- Pension
- Free parking
- Uniform and equipment provided
- Use of Company Vehicle at work
- Friendly working environment
- Company laptop

## Our values

- **Integrity:** be transparent and honest with our customers and with each other.
- **Passion:** be excited about what we do.
- **Develop:** Invest in each individual.
- **Continual improvement:** Work smarter, not harder.
- **Proactive:** take responsibility.
- **Teamwork:** support and collaboration.
- **Quality.** We do what we do well.

We are looking for highly motivated people that are excited by the prospect of a new challenge. If you think you are the person we are looking for, please send your CV to [HR@trooli.com](mailto:HR@trooli.com) prior to the closing date.