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| **Post Title:** | Survey Planner  | **Grade:**  | N/A |
|  | **Salary Scale:** |  |
| **Line manager post holder is directly responsible to:**  | Survey Planner Team Leader |
| **Staff for which post holder is directly responsible:** | None |
| **Purpose of job:**To be part of the Planning Department being involved with effectively creating and managing work packages for field-based crews for them to be able to inspect assets for new surveys. This will involve creating and interrogating maps on local / client-based GIS systems including the use of google maps, one network for Highway information and land registry, and ensuring all site specific authorisations are in place. Communicating with clients, field staff and project managers on a daily basis.  |
| This job description summarises the work content and nature of the post and its role in the organisation. It does not specify every aspect of the job in detail and broad headings covering only the primary responsibilities of the post have been used. It is to be understood that all the usual associated routines and duties are included and that the staff will work flexibly. |
|  **Duties and responsibilities:** * To be part of the Planning Department, reporting to the survey planner team leader, creating, Maps based on client’s survey requirements, identifying, and logistically prioritising the assets to be inspected by site field crews, creating trackers and routes, applying for traffic permits or access to private land.
* Liaise with field crews daily.
* Ensuring all client area job specific requirements are in place.
* Manage incoming site inspection sheets and trackers.
* Update databases and MapInfo with changes based on site gathered information.
* Liaise with external clients as required, attending occasional project meetings.
* Assisting with the creation of new projects, this will include creating new maps using MapInfo, setting up field crew maps.
* Inspection crew scheduling, creating daily / weekly plans for site field crews using Ulysses, information gathered from land registry and traffic permits applied for and geographically.
* Creating and applying for traffic permits using MapInfo, Google and field crew information, this will also involve liaising with local highways departments councils via telephone.
* Creating Land Entry Notices (LENS) these are created in MapInfo (GIS software) using data from the site investigation and Land registry.
* Creating electronic site sheets using data and photographs returned from site.
* Liaise with Project Managers re all ongoing work.
* Provide support as required by Contracts Manager / Project Mangers.
* Provide supporting information on crew and contracts performance as required.
* Assist with future development and testing of planning software and procedures.
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| **Relationships****The post holder will be required to liaise with:**Internal and external clients, Contracts Manager, Project Managers, Technical Support and Field Crews. |
| **Essential professional/technical skills/qualifications required before employment:*** Good computer skills, particularly Access and Excel Microsoft packages.
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| **Desirable professional/technical skills/qualifications required before employment:**The following are desirable but not essential as full training will be given.* Working knowledge of MapInfo and MapPoint.
* Ability to adapt to bespoke systems.
* Knowledge of Flow Survey site selection.
* Good Knowledge of RASWA and setting up traffic management road based sites.
* Experience of scheduling.
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| **Essential personal attributes:*** Flexible and proactive in approach to work.
* Forward thinker.
* Logical and organised problem solver.
* ‘Can Do’ attitude.
* Good communication skills.
* Good Organisational skills.
* Attention to detail.
* Ability to liaise with clients and management.
* Ability to maintain strict confidentiality at all times.
* Experienced and successful in working to deadlines.
* Ability to work on their own initiative and also as part of the team.
* Ability to work effectively under pressure during busy periods having resilience when changing demands / priorities occur.
* Keen to learn and to adapt to changing situations.
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| **Essential qualifications / training required for position:*** GCSE English and Mathematics – Grade C level or above.
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| **PHYSICAL CONDITIONS:**(Tick where appropriate to indicate which aspects will be involved in the job) |
| **Work is mainly conducted:** |
| [x]  | Indoors: | [ ]  | Outdoors: | [x]  | Sitting: |
| [ ]  | Standing: | [ ]  | Walking: | [x]  | Office accommodation: |
| **The job will involve:** |
| [ ]  | Climbing | [ ]  | Working at heights | [ ]  | Bending |
| [ ]  | Carrying | [ ]  | Work in confined spaces | [ ]  | Stretching |
| [ ]  | Driving | [ ]  | Working underground | [ ]  | Lifting |
| **The job may involve possible exposure to:** | [x]  | None of the below |
| [ ]  | Noise | [ ]  | Radiation | [ ]  | Vibration |
| [ ]  | Heat | [ ]  | Stress | [ ]  | Chemicals |
| [ ]  | Toxic gases | [ ]  | Biological agents | [ ]  | Particles/dust/fumes |
| **The following specialist equipment will be used on the job:**  |
| [ ]  | Personal protective equipment (please specify) | None |
| [ ]  | Breathing apparatus (please specify) | None |
| The post is currently based at: The office may be relocated to other accommodation in the future. |  |
| **A “no smoking” policy operates throughout the working environment** |
| **Prospects – Promotion:**The company actively encourages staff development and opportunities for advancement do exist dependent upon the capability of the individual post holder. |
| **Prospects – Training:**The Company encourages training both ‘In – House’ and externally to meet the needs of both the individual and of the Company. |
| **Job description prepared/reviewed by:**Simon Lemas**Date**June 2021 | **Job approved by:****Date** |
| **Management comments:** |