



**Broadband for the Rural North Ltd, Station Yard, Melling, Carnforth LA6 2QY
Registration no. 31352R**

JOB DESCRIPTION

Name:

Position: **Network Planning Assistant – Wayleaves and Changes (SMT)**

Reports to: Head of Community Engagement and Development.

Line Manager to: none.

Salary Band: £17k to £20k

ROLE

- Assist with the production of wayleave plans and maps in conjunction with our champions and volunteers to ensure accuracy and attention to detail pre-build and post-build.
- Provide the necessary communication between, but not limited to, landowners, land agents, councils, bodies, volunteers, and champions.
- Ensure agreements are finalised and complete in every case, and that finer details/audit trails are accessible by relevant parties.

Special Conditions

- This post requires the ongoing possession of a full, valid driving licence.

RESPONSIBILITIES

- To liaise with community champions, landowners, and internal teams to ensure planned routes are accurate and comprehensive, and existing service discovery is carried out to the best of our ability.
- To ensure wayleave procedure is followed, which includes making sure documentation is accurate as per the network design, and paper trail is completed.
- Present the relevant details of site-specific access agreements or land constraints to the local group, relevant contractors, and internal staff to ensure compliance and communication.
- To use the Microsoft Office Suite, such as Excel and Word, alongside other systems and processes to carry out duties.
- Such other duties appropriate to the grade as may be directed by the COO and/or CEO of B4RN.

BENEFITS

In addition to any which may be mentioned elsewhere in this statement, your position has the benefit of:

- I. expenses
- II. company uniform
- III. Death in Service 4xSalary
- IV. Long-term sickness cover
- V. Employee Assistance Programme

Details of the above are shown separately. The details included at i-v, above do not form part of your contract of employment and may be amended or withdrawn at any time.