**JOB DESCRIPTION**

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| **JOB TITLE:** | Project Manager - FTTP Programme (Multi Dwelling Units) |
| **HOURS OF WORK:** | 37.5 |
| **REPORTS TO:** | FTTP Programme Director |
| **WORKING WITH:** | Sure Guernsey Team & Partners  |
| **DEPARTMENT:** | FTTP Programme |
| **LOCATION:** | Centenary House, Guernsey |

## JOB PURPOSE

Develop and manage a Programme of work to deliver Fibre to the Premises (FTTP) to Multi Dwelling Units (MDUs) across the island of Guernsey

Identify Owners, Landlords and Management companies of MDU buildings and secure permissions to undertake the pre-wiring of buildings to bring the Sure Fibre Optic network to all premises within an MDU

Manage Sure MDU Delivery Partners to ensure the work is executed on time, within budget and to the agreed specification

## MAIN DUTIES AND RESPONSIBILITIES

* Identify Owners, Landlords and Management companies of MDU buildings and secure permissions to undertake the pre-wiring of buildings to bring the Sure Fibre Optic network to all premises within an MDU
* Manage Sure MDU Delivery Partners to ensure the work is executed on time, within budget and to the agreed specification
* Agree with key stakeholders in Sure Guernsey the end to end Business Processes encompassing MDU Planning & Costing, Financial Approval, Supply Chain, MDU Build, Premise Release (Retail & Wholesale), Sales and Installations.
* Create, maintain and publish a detailed plan which tracks the progress and status of all MDUs throughout the above steps
* Provide daily, weekly and monthly Management Information & Forecasting
* Set up and run a weekly forum where key Sure stakeholders and suppliers update on progress against plan and validate information in the plan
* Maintain a log of Risks & issues facing & impacting the MDU Programme
* Agree and develop and escalation process to manage instances where permissions are not received within a pre agreed timeframe

**In addition, the person will be required to**

* Understand and comply with the licence and other regulatory rules applying to the position.
* Understand and comply with the Data Protection Law as it relates to the position
* Understand and comply with the Health and Safety responsibilities relevant to the role as defined in the Sure Safety Policy
* Work in accordance with the safety procedures and safe working policies of Sure
* Undertake appropriate security awareness training covering information security, data protection, financial crime and payment card data and comply with their information security responsibilities. This awareness training includes understanding of the incident reporting process to be followed in the event of the employee suspecting, causing, or discovering an information security incident.

Due to the nature of this position, the postholder must hold a satisfactoryBasic Police Disclosure. All disclosures of a criminal background are treated with the strictest confidence and checks will only be made in connection with suitability for a post and for no other purpose.

Convictions likely to be considered relevant to this post include dishonesty and those indicating a breach of trust, due to the security requirements of the role*.*

Please note that disclosure of a criminal record will not necessarily debar you from employment in this post – this will depend on the nature of the offence/s and the circumstances surrounding it/them.

**COMPANY VALUES**

* One Team
* Customer Driven
* Trust
* Simplicity

## SKILL REQUIREMENTS

**Essential**

* Excellent communication and organisation skills
* A good understanding of the operations of a broadband and telecommunications operator

**Highly Desirable**

* Previous experience of Project Management, Programme Management or Programme Planning
* A good understanding of Broadband & Telecommunications Networks and the steps involved in building and upgrading them
* A good understanding of the Property and Property Management sector
* A good negotiator, ideally with previous experience of negotiating Contracts or Wayleaves

**Personal/Behavioural attributes:**

* A goal focussed and collaborative individual with the drive and energy to get things done