

Post: Adoptions Manager
Reports to: Director's

Purpose:			
Key Result Areas	Key Performance Indicators (KPI)	Skills & Experience	Personal Characteristics
<ul style="list-style-type: none"> Overseeing compliance with adoptable standards. (namely but not exhaustive to Highways S278, S38 Roads & Sewers and South West Water S102, S104, S185 adoption standards) Check agreement drawings are compliant. Check Quality of installation/works and compliance with the adoption standards/requirements (S38 highways for adoption, HAUC/SFA 6 & 7etc). Liaise/document with clients and designers to obtain authorisation for changes to the agreed standards/drawings (site changes). Provide advice and check that all records, and inspections are undertaken and recorded. Check that completed as built information has been accurately recorded/collated and copies distributed to Clients. Responsibility for getting remedial works completed for our clients to get roads adopted by the local authority highways department on our completed developments. Responsibility for getting remedial works completed for our clients to get sewers adopted on our completed developments. Staff training & development Meeting client Standards of Service Levels within strict timescales Liaising with clients' operational staff, Highways Authority, South West Water. Meeting MJL commercial targets. 	<ul style="list-style-type: none"> Ensure MJL systems are correctly followed. Client satisfaction. Faster adoption agreements for clients As built information collated organised and recorded within timescales. Ensure MJL good reputation is not compromised. Comply with current Health & Safety legislation. Ensure Client targets are meet. MJL KPI in relation to paperwork returns. Quality & Adoption manager/Directors appraisal. 	<p style="text-align: center;">ESSENTIAL</p> <ul style="list-style-type: none"> Good people skills Methodological Planning of works in line with programmes Ability to work under pressure. Understanding of adoptable standards Good telephone manner Organisational ability Time management Good communicator Ability to understand numerical and statistical information CSCS 5 Day SMSTS (desirable) Professional Qualifications Clean driving licence 	<p style="text-align: center;">ESSENTIAL</p> <ul style="list-style-type: none"> Good team player. Good communication skills. Versatile Reliable Honest Methodical Attention to detail Ability to work on your own initiative Trustworthy

<ul style="list-style-type: none"> • Knowledge of employment law; ISO 9001, BS EN ISO 14001 & OHSAS 18001 • Health, Safety and Environmental obligations and compliance. • Working with other MJL managers/contracts managers and site staff • Complete all paperwork as per MJL's QA for site related works • To give advice on technical issues • To keep a diary of daily tasks • Communicate with Clients with regards to work and to give advice. • Attend related meetings and training courses as and when required. • To attend inquiries from client. • To maintain confidentiality of information acquired in the course of undertaking duties for the company. • To use and understand MJL Operation and Management systems. • Flexibility to undertake other duties as required. • To have a general understanding of the financial, cost & value workings of MJL • To promote MJL Values to the workforce. • Assisting the site manager in his duties. • annual basis at a minimum. <p>General</p> <p>Any ad-hoc duties that may occur as instructed by the Director.</p> <p>Continual review and development of processes.</p>			
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