

## PIA Co-Ordinator Job Description

- Manage on a rota basis a busy PIA mailbox, dealing with all emails, queries & requests (duct & pole, build partners, internal stakeholders appropriately),
- Submit A55 & SPO evidence to Openreach
- Chase up outstanding evidence that impacts as-built submissions
- Submit As-Builts to Openreach and update APX (Planning tool) records
- Update various trackers and report into PIA manager any issues / risks
- Create NOIs where applicable
- Extend NOIs to avoid expiry/relabel
- Submit Missing Inventories
- Raise Whereabouts to Openreach when applicable
- Issue weekly reports to PIA Manager / Internal Stakeholders
- Manage weekly Build Partner calls and issue minutes to relevant parties
- Process and upload monthly Lead-In Report
- Chase up outstanding jobs via OR, internal ITS teams and build partners as deemed appropriate.
- Ensure all trackers are up to date, and complete gaps where required.

### Desirable –

- An understanding of the PIA network & OR portal.
- Experience of APX or similar planning tool
- 3+ years Telecoms experience