

<b>JOB TITLE:</b>	Tendering Support Officer - Water
<b>REPORTING TO:</b>	Tendering Support Team Leader – Water
<b>DIRECT REPORTS:</b>	None
<b>JOB LOCATION:</b>	Woolpit
<b>JOB PURPOSE:</b>	To support the water and wastewater tendering process for internal and external customers and maintaining relationships with external utility companies.

## Responsibilities

- Investigate water and waste network capacities for new developments.
- Process and review reports from incumbents to ensure the information is accurate and consistent.
- Manage relationships with incumbents to ensure ease of working.
- Provide regular progress updates with relevant internal parties.
- Pro-actively identify and raise areas of concern in incumbent behaviours.
- Any other duties as required by the Tendering Management Team.

## Person Specification

Criteria	Essential	Desirable
<b>QUALIFICATIONS</b>	Grade C or above in English and Math GCSE or equivalent.	
<b>EXPERIENCE/ KNOWLEDGE</b>		Knowledge and/or experience in the utility industry.
<b>ABILITIES/SKILLS</b>	Excellent verbal and written communication skills.  Excellent attention to detail.  Ability to use Microsoft Office programmes or equivalent.	
<b>EMPLOYEE LEVEL</b>	Team member (non-managerial)	