

## Job Description

<b>Reference</b>	OP004	<b>Amended date</b>
<b>Version</b>	2.0	July 2022
<b>Created Date</b>	July 2020	

<b>Job/Role Title:</b>	Rigger
<b>Role Holder:</b>	TBC
<b>Location:</b>	UK
<b>Reporting:</b>	National Rigging Manager
<b>Liaise With:</b>	Rigging Field Engineers, Electricians, Construction colleagues, Quench Supervisor, Site Delivery Manager, Project Managers, Design Engineers.

### Scope - overview of the job, its purpose/objective and scope:

The purpose of this role is to carry out works as instructed by the Rigging Manager. Conversant with a variety of network providers which includes O2 and Vodafone, EE/MBNL/AIRWAVE and HUAWEI etc.

Be able to read and understand installation drawings alongside SCF/RDS/SID and have an understanding of the relevant operator specs.

Working to a high standard with the team leader and independently.

Be conversant in the alignment of antennas using SPAA005 tool and setting electrical tilts, also testing of feeders for all networks using Site-master, PIM tester, fibre tester and be able to identify any failures and faults during testing.

The Rigger must be computer literate to ensure all handover documents can to be submitted electronically.

The Rigger works alongside a team Leader who is responsible for the delivery of rigging projects which have been allocated on behalf of Clarke Telecom for its customers to time, cost and quality and to the customers Service Level Agreements.

The Rigger has a key responsibility in ensuring the implementation of safe working practices whilst working on site.

### Key Accountabilities/Responsibilities - specific responsibilities/Accountabilities/Outcomes:

#### Delivery/Contractual Management

- Assisting Rigging Team Leader with carrying out management of all rigging activities while on site, installation of feeders, Fibres, DC antennas, ERS/RRUs, combiners, mast head amplifiers and all other associated equipment in a quality manner
- Assisting Rigging Team Leader with Installation of all antennas to the correct bearings/tilts and alignment in accordance with the Site Selection Form
- Assisting Rigging Team Leader with Implementation of the correct man on site process depending upon type of site (customer specific)
- Assisting Rigging Team Leader with Ensuring rigging vehicle is operational and safe to drive and maintained correctly
- Assisting Rigging Team Leader with Registering on site and entering the site health and safety register if applicable.

#### **Client Management**

- Assisting Rigging Team Leader with Liaison with customer Radio Planner from site when required to confirm the customers requirement in the event of confusion, incorrect SSF or clarification is required.

#### **Supplier Management**

- Work with Rigging Team Leader to ensure that material supplies are appropriately organised and any faults or omissions are highlighted as appropriate

#### **Systems**

- Assist Rigging Team Leader with inputting information on client and CTL system

#### **Data**

- Assisting Rigging Team Leader with Supplying the complete and correct documentation for client Handover

#### **Finance/budget**

- Assist Rigging Team Leader in ensuring that works run to budget and customer SLAs and highlight any issues or problems which may impact financially to ensure that commercial impacts are accounted for

#### **Governance and compliance**

- Assist Rigging Team Leader in ensuring compliance with all CTL Health and Safety requirements

To undertake any other duties which fall within the job holder's capabilities aligned to normal duties that management may reasonably request and to continually seek ways to improve the way in which your function operates within the business.

**Working on various sites located throughout the UK required.**

**Late working, weekend working and staying away from home as required.**

#### **Performance Measurement - Key Role Outcomes:**

- Efficient and effective support of completion of rigging activities to SLA and in budget with any additions highlighted and informed commercially

#### **Person specification - Essential/Desirable Qualifications/Experience/Skills/Attributes:**

##### **Essential**

- Strong level of IT Skills (Microsoft)
- Experience in a similar rigging role within the Mobile Telecommunications Industry
- Advanced Climbing qualification
- Rope access and High Voltage pylon worker would be beneficial but not essential.
- First aid at heights
- Valid clean driving licence

##### **Desirable**

- Experience of specific network being recruited for (specific to tenders being won)
- Fibre installation, cleaning and testing certs

### Skills/Abilities

Proven demonstrable abilities and attributes to succeed in this role

- Ability to communicate clearly and concisely
- Proven ability to focus and deliver customer needs
- Have passion and drive to perform to highest standard
- Be a team player and able to work with others to ensure delivery in line with business and client needs
- Ability to adapt and have a flexibility and agility to ensure customer satisfaction
- Strong IT Skills (Excel, Word, Access etc)
- Commercial Acumen
- Able to manager sub-contractors/suppliers effectively on site
- Able to work in a Team environment effectively, working collaboratively to ensure on time and agreed specification delivery
- Customer focus
- Able to make effective decisions in a timely manner

### Behaviours/Attributes:

**Role models our Vision & Values and Leadership behaviours;**

**Within Clarke Telecom we have a clear Vision - To be a recognised front runner in the creation of a greener, digital world.**

**To make that Vision a reality, our Mission is to pioneer connectivity by acquiring, designing, and building world class infrastructure.**

**We will achieve our Vision and Mission goals by living the following values:**

<b>Bold</b>	Being self-empowered by taking responsibility and accountability for our actions, using our initiative to protect margins and make timely decisions, being proactive and finding solutions to complex industry challenges.
<b>United</b>	Shows dignity and respect, diversity, family values and a culture of teamwork. We aim to work collaboratively, avoid silo working, fully understand the requirements of our individual job roles as well as the wider remit of our departmental teams.
<b>Trusted</b>	Having a positive attitude, conscientious approach to work and commitment to openly learning from mistakes, continued professional development, and protecting the safety of our colleagues, our communities and environment.

**Business Principles**

- To actively support and encourage at all times, company policy and best practice in the Region of legal and regulatory compliance, relying on your own knowledge or recognising the need for specialist support when necessary.
- To actively support, and encourage at all times, company policy and best practice in the Region of security, with particular emphasis on the protection of sensitive customer information.
- You are authorised to access, use or disclose customer information only when you need to do so to perform your Clarke Telecom operational duties. Any other access, use or disclosure may only be made on receipt of additional authority in accordance with the company security policy.

**Both Individual and Manager must sign below**

**Individual:**

**Line Manager:**

**Date:**

**Date:**