

Join our team

Job title

Water Administrator

Department

mua Water

Location

Hybrid working or home-based

Job type

Permanent, full-time

Reports to

Project Coordinator

Salary range

Dependent on skills and experience

Job purpose

At mua Group, we're both an independent distribution network operator (IDNO) for electricity and an independent gas transporter (IGT) for gas. We're also a regulated water and wastewater company, adopting water and wastewater networks across Britain.

We're looking for a Water Administrator to manage the self-lay installation process for our new water and wastewater networks.

Working closely with developers, contractors and internal teams, you'll ensure our water projects are carried out efficiently, safely and in compliance with regulations. This role requires strong organisational skills, attention to detail and the ability to coordinate multiple stakeholders.

This is a fantastic opportunity to join one of the UK's fastest-growing utility infrastructure businesses.

About mua

mua Group is a joint venture between the one of the largest gas distribution companies in the UK, SGN, and leading global infrastructure and construction group Murphy. We invest in long-life utility assets to connect homes and businesses to essential utility infrastructure and deliver energy and multi-utility services through our networks in the simplest, smartest and greenest way possible.

Our vision is to be the first-choice, multi-utility network operator. We'll achieve this by delivering outstanding value and service to our customers. We're committed to fostering an engaging and collaborative work environment in which each person's career is nurtured and developed. We focus on employee development, providing a culture of innovation and positive work-life balance.

Role responsibilities

In this role, your key responsibilities will be:

- Being the primary point of contact for self-lay water schemes, liaising with clients, stakeholders and internal team to coordinate project activities from initiation to completion
- Facilitating the process for self-lay installations, obtaining necessary approvals from regulatory agencies
- Providing technical guidance and support to developers and contractors regarding self-lay specifications, materials and installation methods
- Maintaining accurate records of projects, approvals, design drawings and as-built documentation, ensuring compliance with record-keeping requirements
- Communicating effectively with all stakeholders, providing regular updates on project status, milestones, and any potential issues or delays
- Identifying potential risks and hazards associated with self-lay projects and implementing appropriate measures to mitigate them, promoting a safe working environment for all parties

Knowledge, skills & experience

- Administration experience in a previous role
- Experience in utility infrastructure projects is desirable
- Strong organisational and project management skills, with the ability to prioritise tasks and manage multiple projects simultaneously
- Excellent communication and interpersonal skills, capable of building relationships and collaborating effectively with diverse stakeholders
- Proficient in using CRM solutions along with Word and Excel
- Ability to work independently and make decisions under pressure

Benefits

- Competitive salary package with discretionary bonus and annual salary review
- Flexible home/work balance
- Development opportunities
- Above market rate contributory pension scheme
- 27 days holiday plus bank holidays