

WAYLEAVE OFFICER/TRAINEE WAYLEAVE OFFICER ROLE SPECIFICATION



BACKGROUND

The Customer Delivery Directorate is responsible for the effective and efficient delivery of internal and external Customer facing work programmes.

There are three Depots organised on a geographical basis which enable the flexible deployment of resources and delivery of electrical overhead line and underground cabling work for the benefit of both customers and the business.

Vacancies have arisen for Wayleave Officers/Trainee Wayleave Officers within our Customer Delivery business, specifically within the Secondary Asset Replacement (SAR) teams based across our three Depots (Dargan, Ballymena and Craigavon). This is an excellent opportunity for the successful candidate to develop within a leading Northern Ireland based company.

THE ROLE

The Wayleave Officer/Trainee Wayleave Officer will be responsible for negotiating and resolving wayleave, cable easement and substation lease issues relating to the installation of new or replacement Plant, underground cable and overhead electrical equipment across Northern Ireland.

The successful candidate will be involved in managing all legalities relating to a wide range of civil engineering, underground cabling & overhead lines works associated with new projects, maintenance activities and capital investment projects on our electricity distribution networks.

The post holder will be expected to operate as part of a team and be able to prioritise and manage workloads to meet demanding deadlines. The successful candidate should demonstrate a positive attitude and willingness to regard customer service as a top priority and will require a high degree of self-motivation, and to work in a flexible manner.

MAIN DUTIES & RESPONSIBILITIES

- Successfully obtain the required wayleaves, tree cutting, cable easements, rights of way and substation leases
- Manage customer/landowner interactions with successful outcomes
- Review and assess alleged land damage claims and delivery of successful outcomes
- Prepare, negotiate and instruct solicitors, review and take appropriate actions to progress jobs
- The flexibility to work and travel throughout Northern Ireland as required.

In addition to the above main duties and responsibilities, the Wayleave Officer / Trainee Wayleave Officer will be expected to develop and achieve a satisfactory level in the following skills and competencies:

Technical Skills

- Preparation of wayleave agreement
- Terms of wayleave agreement
- Processing of all wayleaves including pre 1978 agreements and on-site agreements which have been gathered by other depot staff
- Amendments to the wayleave agreement
- Obtain difficult/more demanding wayleaves
- On site information gathering
- Mediate in wayleave disputes (DfE disputes)
- Resolution of wayleave rent queries
- Ability to deal with a refusal to execute a wayleave agreement
- Ability to identify and negotiate vegetation management approvals
- Acquisition of easements and leases
- Processing of substation and cable easements/leases and liaising with appropriate bodies / solicitors to ensure prompt delivery

- Assessing and agreeing land damage claims
- Provide support and advice as required within the business
- Assist with the management of customer standards, GCCNI or Director enquiries and other customer related issues

THE INDIVIDUAL

Essential Criteria

It is **essential** that the successful candidate meets the following requirements.

- Customer facing experience with customer groups e.g. developers, landowners etc.
- A demonstrable ability to resolve customer complaints
- A practical understanding of the NIE Networks overhead and underground distribution networks
- A practical understanding of wayleave agreements, easements and lease processes
- Excellent written and verbal communication/interpersonal skills
- Evidence of workload prioritisation and management
- A working knowledge of Microsoft Outlook, Word and Excel
- A current driving licence

Desirable Criteria

Ideally you should also possess:

- Previous experience in planning and/or wayleaves
- Competent in the use of Land Registry searches
- A relevant qualification in obtaining legal consents
- A practical understanding of wayleave payments and land damage claims
- A practical understanding of the planning approval process
- A practical understanding of obtaining a “necessary wayleave” from DfE
- A working knowledge of wayleave agreements, easements and lease processes
- An understanding of land purchase processes within NIE Networks.

CORE COMPETENCIES

The person appointed must demonstrate the following core competencies:

Communication

Able to communicate information and ideas clearly and articulately both in oral and written form. Uses appropriate language, style and methods depending on audience and the purpose of communication. Able to convey complex information clearly. Anticipates the information that others will need.

Conflict Management

The ability to handle conflicting interests diplomatically and to help solve them

Attention to Detail

Ability to process detailed information effectively and consistently. The ability to accomplish/complete a task while demonstrating a thorough concern for all the areas involved, no matter how small. This means monitoring and checking work or information, while organising time and resources efficiently.

Customer Orientation

The ability and willingness to find out what the customer wants and needs and to act accordingly, taking the organisations costs and benefits into account

Analysis / Problem solving

Able to identify and separate out the key components of problems and situations. Able to manipulate and interpret information from a range of sources, to spot patterns and trends in information and to deduce cause and effect from this. Can generate a range of creative solutions, evaluate them and choose the most appropriate option

Team Work

Actively participates in team. Encourages co-operation. Aware of the needs of others and responds flexibly. Shares information and supports other team members. Can get things done through others and set realistic objectives. Seeks opportunities to develop others. Prioritises team goals over individual goals.

Assertiveness

The ability to bring one's view across clearly without damaging the relationship with the other party.

Negotiating

The ability to obtain maximum results from meetings in which interests' conflict both in terms of content and maintaining good relations

Safety

Knowledgeable of applicable standards, capable of identifying workplace hazards relating to the specific operation, and has the wisdom to highlight any issues.

Flexibility / Adaptability

Has actively sought to learn new things on own initiative. Has responded positively to change and adapted to new situations quickly. Able to take on a diverse range of tasks equally effectively.

Problem Analysis

The ability to detect problems, recognise important information, and link various; to trace potential causes and look for relevant details

Organised

Able to achieve results in a quality, timely, and cost-effective way. Sees priorities, plans the efficient use of resources, and monitors progress against objectives. Anticipates crucial stages in projects. Formulates alternative means of achieving objectives. Responds effectively to unforeseen events.

THE PACKAGE

The competitive remuneration package for this position will be based on the skills and experience of the successful candidate, with progression opportunities.

The company also offers many other [benefits](#). (The QR code will take you to the benefits section of our website)



OUR PEOPLE MATTER

At NIE Networks we realise our employees are at the heart of our success and they are the future of an ever-changing energy industry. With employee wellbeing at the core of our approach, we are continually investing in our people and are committed to helping every individual reach their full potential through both professional and personal development. We believe in nurturing effective teams and high performing leaders to deliver the best possible service for our customers.

DISABILITY

NIE Networks will provide reasonable support to disabled applicants throughout the recruitment process. Applicants who may require special arrangements should identify this clearly within their application form to enable us to make any appropriate adjustments.

DIVERSITY AND INCLUSION

NIE Networks has achieved Silver, Diversity Mark Accreditation and is committed to equality of opportunity and acknowledges the unique contribution that all potential candidates can bring in terms of their education, ethnicity, race, gender, nationality, age, religion, disability, sexual orientation and opinions. Applications are positively welcomed from all backgrounds and appointments are made on merit following a fair, open and transparent selection process.

HOW TO APPLY

Please submit a CV and cover letter together (detailing alignment to the essential criteria) via the NIE Networks recruitment portal www.nienetworks.co.uk/jobs (The best experience of this portal will be through the **Google Chrome** internet browser or click on the QR code.)



- Once you are in the careers page select the Wayleave Officers/Trainee Wayleave Officers role and click on **“Apply Now”**.
- You will initially be asked to create a “Candidate Area” by inputting your email address and a secure password – once you select “Create Candidate Area” you can then log in directly using these same details. The address that you register with will be the address that we contact you on.
- Select **“Apply for Vacancy”**
- Once you have created your profile upload both your CV and Cover Letter within your application.
- Please ensure to review your CV before submission as you will not have the opportunity to amend the CV once it has been submitted.
- You will receive an email confirmation once your CV and Cover Letter has been submitted (Please check your junk mail too).
- Late applications will not be accepted

Completed CV’s and cover letter must be submitted for the role no later than **11pm Sunday 18 May 2025**.

NIE Networks is committed to the principles of public appointments based on merit with independent assessment, openness and transparency of process

FOR YOUR INFORMATION

If you would like to view up to date information about NIE Networks please visit our website www.nienetworks.co.uk or scan the QR codes below.



Or alternatively check out our social media platforms via the links provided on each graphic below.

