



JOB DESCRIPTION

Position:	Corridor Access Administrator
Location of position:	Various Divisional Offices
Reporting to:	General Manager Delivery – Divisional
Specific accountabilities:	As follows

OBJECTIVES

The purpose of this role is to ensure that the requests made by customers and utility owners for access to the Fiji Roads Authority's (FRA) Road Reserve (i.e. the road corridor) is managed and processed to ensure the FRA's Corridor Access Request (CAR) systems are in place to support the delivery of an affordable, integrated, safe, responsive, sustainable transport network and ensure that FRA's interests on the road corridor are always prioritized.

The holder of this position must perform all necessary duties to ensure that CAR and Public Processions and other related road corridor activities are carried out on time, to standard and in compliance with the 'Code of Practice for Utility Access to the Road Reserve' (the Code) and FRA standards.

KEY DUTIES AND RESPONSIBILITIES

1. Ensure that Utility providers have a clear understanding of what is required in accordance with the Code in terms of corridor activities, safety, quality and costs;
2. Ensure that customers have a clear understanding of what is required in accordance with FRA standards and requirements in terms of corridor activities, safety, quality and costs;
3. Must ensure that all CAR applications are accurately logged into the Service Request System by the Customer Services Officer;
4. Process the applications received within the required timeframe, including arranging necessary site assessments with the applicant to verify the full and accurate scope of work being proposed within the road corridor before permit approval;
5. Liaise with the respective Programme Manager and Works Manager on the possible conflicts of the proposed activity with current or planned road maintenance or renewal / upgrading works;
6. Offer possible alternatives for the applicant to consider if their CAR request falls short of approval conditions;
7. Prepare the CAR Work Approval Permit (WAP) with all appropriate conditions for review and decision by the General Manager Delivery.
8. Issue approved WAP Notices to applicants with all associated conditions within the required timeframes.



9. Conduct routine and ad-hoc inspections of road corridor activities carried out by utility companies, contractors, and private applicants to ensure compliance with approved plans.
10. Check that approved traffic management plans are implemented on-site, and that proper signage, barriers, and work safety measures are in place during all road corridor activities.
11. Monitor work execution stages, including materials, trenching works, utility installation, and reinstatement, to ensure works align with permit conditions and FRA quality standards.
12. Record and report non-compliance issues (e.g., poor reinstatement, incorrect traffic setup, unsafe work zones).
13. Work Access Permits (WAPs) and FRA safety and reinstatement standards.
14. Arrange invoice with FRA Finance Team based on the scope of work from FRA to the applicants or utility providers.
15. Conduct site audits (minimum 60% per month) for verification of corridor activity compliance, and where required issue Stop Work Notices or other appropriate measures as required to ensure public safety and asset integrity;
16. Manage the Work Completion Notice (WCN) processes including any site checks as required. Ensure that the WCN is submitted to the respective Works Manager within 2 working days upon completion of repair works;
17. Update the CAR database ensuring all activities are on time and meet the requirements of the Code for Utility providers and FRA standards for customers, including pro-active management of applications that are tracking overdue;
18. Carry out final site inspections upon receipt of Work Completion Notices (WCNs) to confirm the road reserve has been reinstated to acceptable standards before closing out permits.
19. Prepare clear and concise achievement reports on a monthly basis. Reports will include the number of applications for the month, the number of CAR applications completed on time and overdue, the number of WCN completed on time and overdue, the number of audits completed and number of non-compliances, the number of reported and observed activities in the road corridor that have no permits or other miscellaneous reports;
20. Prepare clear and concise report for the quarterly Project Coordination and Planning Committee meetings (PCPC);
21. Contribute towards the review and updating of FRA requirements as stipulated in the Code of Practice for Utility Access to the Road Reserve and FRA standards;
22. Attend regular meetings with the respective General Manager Delivery, Programme Managers, Divisional Liaison Officer and Works Managers to resolve any issues or problems affecting deliverables; and
23. Perform any other duties as directed by the General Manager or Chief Executive Officer.



COMMON ACCOUNTABILITIES

Compliance

- Ensure that all actions of the FRA, its Contractors and other agents are at all times within the law.
- Ensure that all actions are within such powers as may have been delegated by the FRA.
- Compliance at all times with the FRA's Procurement Plan, Contracts Management Policy, Asset Disposal Policy, Complaints and Requests for Service Policy and all such other policy decisions that FRA or the CEO may make.
- Full compliance with the adopted risk management framework within the Officer's area of responsibilities.

Organisational Performance

Promptly provide complete and accurate financial and non-performance results (against any performance targets listed in the Asset Management Plan and Corporate Plan and any other performance criteria within the assigned area of responsibility) throughout the year and for the Half Yearly Report and the Annual Report.

Note: A named position will be allocated responsibility for each performance target.

General Management

- In all decision-making (at all levels) identify all reasonably practicable options for achieving the objective of the decision and assess the economic, environmental and social impacts of each option in order to identify the preferred option.
- In all work relating to the Officer's particular area of responsibility be satisfied that value for money is being achieved – and that the roads are being managed in the most effective, efficient and optimized way possible – in a manner that will ensure preservation of their long term service capacity and integrity.
- Protection of FRA's intellectual property rights.
- Protection of the FRA's reputation.
- Good public relations.



Emergency Management

Contribute to the formulation of, participate in the preparation of, and participate in regular training relating to a Business Continuity Plan and an Operations Recovery Plan.

Personal Performance

- The personal performance of all employees will be evaluated against their respective Specific Accountabilities and these Common Accountabilities annually – following submission of FRA’s Annual Report to the Minister.
- The General Manager Delivery will appraise the Corridor Access Administrator and will be reviewed by the Chief Executive Officer.

POSITION SPECIFICATIONS

- Diploma in Civil Engineering or equivalent.
- Minimum of 3 years’ experience in both technical and administrative roles, preferably involving coordination with utility providers.
- Familiar with the local roading network;
- Proficiency with MS Office;
- RAMM experience is desirable;
- Forward thinking and planning ability;
- Ability to think outside the box and offer innovative solutions to problems;
- Customer focus / responsiveness and result oriented;
- Ability to build a strong network with key stakeholders;
- Tact, diplomacy and human relations skills;
- Ability to meet stringent timelines and work under pressure;
- Conflict management and resolution skills
- Strong work ethics, integrity, reliable and accountable;
- Excellent written and oral communication skills;
- Ability to converse in both local vernacular languages (i-taukei and Hindi) is desirable;
- Valid Group 2 driving license (Manual preferred).

This job description has been approved by:

Name	
Designation	
Signature	
Date	