

## Job Description

Job Title	Highway Asset Management Officer
Grade	PO2
Reporting To	Structures & Asset Performance Manager
JD Ref	REG0142P

### Purpose

This is a key role in the Council's requirement to manage the Council's Highway Infrastructure Asset Portfolio, which is worth in excess of £2.2bn, by developing clear asset management practices. To assist in managing and maintaining highway related assets and systems, including the development and maintenance of the Highway Infrastructure Asset Management framework and Highway Asset Management System.

### Main Duties And Responsibilities

#### Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.

#### Team Leadership and Management:

- Responsible for supervision of the work of trainees and support officers assigned to specific programmes or projects, but not line management duties.
- Through continuous improvement strengthen the tools, practices and impact of the service.

#### Communication, Engagement and Training:

- Understand highway asset management in terms of the highway network and infrastructure which covers a range of diverse functions including carriageways, footways, structures, street lighting, drainage, flooding and coastal, performance measurement frameworks, risk management, communications, collaborative working and asset data.
- Support senior management in the development, implementation, review and updating of the Council's Asset Management framework and related business plans, to ensure that opportunities for Capital investment through a variety of funding sources are optimised, for a rolling period of 3 to 5 years.
- Support individual asset owners and senior officers to manage current and future risks associated with Highway Assets and ensure all measures are embedded within the approach to asset management; strategic, tactical, operational risks and mitigation measures are also to be considered.

- Interpret, and make recommendations based on, national strategies and initiatives, applied with local resources and frameworks across the Council's Highway Asset portfolio.
- Work collaboratively with local and strategic highway authorities, with integrated and adjoining networks, in the development of highway infrastructure maintenance policies and Asset Management planning.
- Provide first line support to users of the Highway Asset Management System and where necessary liaise with partners IT and/or external support teams to resolve technical issues.
- Regularly consult other service providers and support specialist policy development, expertise and advice to key internal and external stakeholders including, Senior Managers, Members and members of the public in order to provide advice and guidance.
- Attend meetings in connection with highway asset management across the Council, while also supporting excellent links with regional and national policy networks.
- Utilise knowledge and professional experience during negotiation and collaboration with colleagues and external stakeholders, including other local or government authorities, in the development of Asset Management processes and procedures.

#### **Data Analysis and Decision-Making:**

- Provide support for the development and monitoring of work programmes funded through the Department for Transport City Region Sustainable Transport Settlements.
- Contribute to the review and interrogation of asset related activities across Council systems, budgets, policies and procedures.
- Produce, update and maintain asset lifecycle plans with a view to determine levels of funding, support investment decisions and substantiate the need for appropriate and sustainable long-term investment.
- Provide timely information to treasury management for the evaluation of Highway Asset Whole of Government Accounts (WGA) in accordance with Chartered Institute of Public Finance and Accountancy (CIPFA) guidance ensuring that practices are auditable and meet internal and external audit recommendations.
- Assist with the evaluation of submitted tender documents from potential suppliers. Completing appropriate evaluation matrices for the awarding of contracts, ensuring value for money and appropriate outcomes for customers and service users in the procurement and commissioning of services.
- Support a risk-based approach to highway infrastructure management to protect the Council from both preventable insurance claims and excessive financial expenditure.
- Access, analyse and interrogate a wide range of data and information to identify issues and areas for development to raise standards in all aspects of Asset Management so that resources deployed provide best value.
- Manage, review and update asset data using the Insight Highway Asset Management System, working with the external Account Manager to ensure the smooth operation of the system.
- Manage data and information that is considered sensitive or confidential in a secure way.



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### Performance Management:

- Support the development of departmental Key Performance Indicators contained within the Highway Infrastructure Asset Management (HIAM) Performance Plan.
- Monitor, collate and communicate HIAM performance data with stakeholders including elected members, senior managers and service users.
- Prepare reports to Members, Council and other internal and external bodies as required.

### Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Ensure that all service initiatives adhere to relevant legislation, policies and practices.

### Other:

- Any other duties commensurate with the grade.

## Role Specific Knowledge, Experience And Skills

### Qualifications

- HNC, or equivalent in a Civil Engineering related discipline, or proven demonstrable highway asset management experience.
- *Desirable – A civil engineering, or related, degree and/or membership of a relevant professional body.*

### Knowledge & Skills

- Ability to translate national policy direction and strategic objectives into practical local plans and action.
- Detailed knowledge of highways legislation, practice, and application required for the management, maintenance and improvement of the highways network.
- Proven ability to communicate complex issues effectively to a range of stakeholders both verbally and in writing, using all forms of IT and presentational skills.
- Proven skills in the capture, storage, manipulation and presentation of highway asset data information using UKPMS, GIS and other electronic reporting systems.
- Excellent IT skills including extensive knowledge of, and the ability to use, Microsoft office applications.
- Ability to collect, process and interpret large amounts of data.
- Ability to develop and maintain effective working relationships with all key stakeholders.
- Ability to manage complex and contentious issues professionally, influencing and persuading others.
- *Desirable – An understanding of carbon reduction techniques in highways asset management and the delivery of highway maintenance operations.*



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## Experience

- Extensive experience of developing Highway Asset Management plans, strategies and policies, project management and partnership working.
- Experience of commissioning, briefing and monitoring external consultants and service providers.
- In the use of Asset Management Systems within a Local Government or Engineering environment.
- Experience of writing formal reports used to inform and influence senior leadership decisions.
- *Desirable – Experience of delivering business improvement techniques.*
- *Desirable – Previous experience of the management, leadership and supervision of staff.*

## Additional Information

- Ability to travel across the Borough and work from various locations.
- Work hybrid, with a flexible working approach to accommodate service needs.
- On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

### Health & Safety Considerations:

- Work with VDUs (Video Display Unit) (>5hrs per week)
- Driving duties (as and when required as part of role)

**Approved By: Paul Traynor - Assistant Director Highways & Infrastructure**

**Date Of Approval: 17 October 2024**



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