

HIGHWAYS ASSET MANAGER

Role Profile



Title	Highways Asset Manager	
Grade	GRADE H	
Reference:	N467	
Reports to:	Group Manager (Highways and Traffic Management)	
Work style Definition	Fixed base office worker	
Job Type:	Manager	
Primary purpose of role	Lead the Asset Management Team in the application of principles to enable informed decisions to be made about investment and maintenance funding, assist in the targeting of resources to where they can be most effective, and enable the identification and management of the risks associated with its statutory duties to manage and maintain public infrastructure.	
Key accountabilities and key measures	Role outcomes <ul style="list-style-type: none"> ▪ Lead on the review, implementation and monitoring of the City Councils Highway Asset Strategic Documents including the Asset Management Policy, Strategy & HIAMP. (20%) ▪ Lead on the review, implementation and monitoring of Highway Asset Plans for each of the highway asset groups. (10%) ▪ Ensure that the City Council is appraised of current best practice and continue to strive to achieve the highest possible banding/recognition of asset management good practice, such as DfT Incentive Fund. (10%) ▪ Lead on the formulation of bids for DfT funding initiatives, such as the DfT Challenge Fund. (10%) ▪ Organise condition surveys and analyse, interpret & model associated highway data in order to identify candidate schemes for 	Role measures <ul style="list-style-type: none"> ▪ PCC is compliant with the national legislation, guidance and best practice including Well Managed Highways A Code of Practice ▪ PCC retains its band 3 Incentive Fund status and strives to achieve highest recognition and funding award for good Asset Management practice. ▪ Highway asset data collected, modelled and options fully appraised in order to inform an optimum investment approach that covers, short, mid and long term highways financial and scheme planning. ▪ Monitoring and evidence collation to ensure investment and treatment decisions that are being made/recommended are correct and good value and generating predicted material performance and financial efficiencies.

	<p>consideration of inclusion in the Annual Plan. (25%)</p> <ul style="list-style-type: none"> ▪ Ensure City Councils ICT HMS system is achieving the business needs and outcomes including Highway Asset Register, works ordering, asset modelling, notice processing, ParkMap etc. (5%) 	
Key activities	<ul style="list-style-type: none"> ▪ To lead and be directly responsible for the supervision of the Asset Management Teams workload. To promote a professional approach to service delivery. To initiate and encourage innovation and to maintain a high degree of technical expertise. To identify training needs and to monitor the progress and Continual Professional Development of the team. (15%) ▪ Lead on commission surveying, investigation, data analysis and modelling in order to inform the preparation of associated maintenance programmes, improvement schemes and other engineering projects using modern technology (City Councils Highways Information Management System (HIMS) as appropriate. (15%) ▪ Apply and maintain a good working knowledge of appropriate highways legislation, policies, procedures and best practice to advise on policy formulation with regard to Highway Asset Management and ensure compliance with current and future requirements (e.g. compliance with Well Managed Highways Infrastructure: A Code of Practice and continued improvement to the DfT Incentive fund banding). (10%) ▪ Assist with auditing highway maintenance and other contracts to ensure compliance with PCC contract conditions and specifications, on aspects regarding planned works and testing requirements and assist in the preparation of contract documents as required and maintain all necessary records for payment, audit, inventory and technical purposes. (10%) ▪ Chair and facilitate the Highways Asset Management Forum. (5%) ▪ Lead on the production and subsequent regular reviews of Asset Management Plans for all Highway Asset types (e.g. structures, carriageways, footways, street lighting etc). Working closely with asset leads in order to ensure sustainable service standards. (10%) ▪ Lead on the production and subsequent regular review of the Highways Asset Management Policy, Strategy and overarching Highway Asset Infrastructure Plan. (20%) ▪ Lead on the provision of data and information for the purpose advising stakeholders on Asset Management investment decisions and modelling scenarios in order to ensure they are able to make optimum investment decisions. (5%) ▪ To look to continuously improve the services provided by Highway Asset Management, identifying where possible, value for money savings and managing within allocated budgets. (5%) 	

	<ul style="list-style-type: none"> ▪ To adhere to all statutory, corporate and service policies and procedures, including those relating to health and safety, the Council's Constitution and Financial Regulations and the current Highways & Traffic Management Quality Management System. (5%) ▪ Carry out other duties appropriate to the grade of the post
Essential qualifications/ knowledge	<ul style="list-style-type: none"> ▪ Degree in Civil Engineering other qualification certified by the Engineering Council UK as academic base for Chartered Engineer and/or suitable experience in-lieu of qualifications. ▪ Incorporated Civil Engineer status or equivalent, or demonstrable progress working towards if not already achieved. ▪ Detailed knowledge of highways legislation, practice and application required for the management, maintenance and improvement of highways network and Asset Management planning.
Desirable qualifications/ knowledge	<ul style="list-style-type: none"> ▪ Institute of Asset Management Certificate or equivalent ▪ Good working knowledge of Local Government ▪ Health and Safety Qualification(s) (e.g. NEBOSH, IOSH Managing Safely)
Essential experience	<ul style="list-style-type: none"> ▪ Detailed knowledge of highways legislation, practice and application required for the management, maintenance and improvement of highways network. ▪ Fully conversant with Health & Safety Legislation ▪ Performance Management ▪ Budget and Financial Management ▪ Project and Risk Management ▪ Implementing and managing organisational change ▪ Innovative in developing an efficient and effective highway service
Desirable experience	<ul style="list-style-type: none"> ▪ Experience of leading a Highways Asset Management Team ▪ Experience of service review to ensure compliance with best practice such as adoption of Code of Practice
Essential skills	<ul style="list-style-type: none"> ▪ To lead, inspire and develop the people within the Service to ensure the effective delivery of services to the public. ▪ Excellent Organisational Skills ▪ Developing and managing contracts ▪ Service and Business Planning ▪ Management, leadership and supervision of staff ▪ Effective interpersonal skills ▪ Effective negotiation and influencing skills
Corporate standards	
<ul style="list-style-type: none"> ▪ In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance. ▪ Act at all times in accordance with appropriate legislation and regulations, codes of practice, the 	

provisions of the Council's constitution and its policies and procedures.

- Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the corporate equalities policy and relevant legislation.