

# ASSET MANAGEMENT TECHNICIAN

## Role Profile



<b>Title</b>	Asset Management Technician	
<b>Grade</b>	GRADE E	
<b>Reference:</b>	<b>N488</b>	
<b>Reports to:</b>	Highways Asset Manager	
<b>Work style Definition</b>	Fixed base office worker	
<b>Job Type:</b>	Semi Professional	
<b>Primary purpose of role</b>	As part of the Asset Management Team this role will assist 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.	
<b>Key accountabilities and key measures</b>	<b>Role outcomes</b> <ul style="list-style-type: none"> <li>Assist with the review, implementation and monitoring of the City Councils Highway Asset Strategic Documents including the Asset Management Policy, Strategy &amp; Highways Infrastructure Asset Management Plan (HIAMP). (20%)</li> <li>Assist with the review, implementation and monitoring of Highway Asset Plans for each of the highway asset groups. (20%)</li> <li>Keep up to date with 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%)</li> <li>Assist with the formulation of bids for DfT funding initiatives, such as the DfT Challenge Fund. (20%)</li> <li>Organise condition surveys and data counts (e.g. road surface condition, Automatic Traffic Counters, vehicle and speed etc.)</li> </ul>	<b>Role measures</b> <ul style="list-style-type: none"> <li>PCC is compliant with the national legislation, guidance and best practice including Well Managed Highways: A Code of Practice</li> <li>PCC retains its band 3 Incentive Fund status and strives to achieve highest recognition and funding award for good Asset Management practice.</li> <li>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.</li> <li>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.</li> </ul>

	<p>and assist with the analysis, interpretation, validation, input into associate input into the appropriate HIMS system and modelling associated highway data in order to identify candidate schemes for consideration of inclusion in the Annual Plan. (25%)</p> <ul style="list-style-type: none"> <li>Working with the Highways Asset Systems Manager to ensure that Collision Statistics are verified and updated into the councils Collision Data System (e.g. AccsMap) (5%)</li> </ul>	
<b>Key activities</b>	<ul style="list-style-type: none"> <li>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. (20%)</li> <li>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%)</li> <li>Attend and record the Highways Asset Management Forum. (5%)</li> <li>Assist with the statutory and legislative returns such as the annual Whole Government Accounts return for highways assets. (5%)</li> <li>Assist with 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. (25%)</li> <li>Assist with the production and subsequent regular review of the Highways Asset Management Policy, Strategy and overarching Asset Plan. (10%)</li> <li>Assist with 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. (10%)</li> <li>To look to continuously improve the services provided by Highway Asset Management, identifying where possible, value for money savings and managing within allocated budgets. (10%)</li> <li>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 &amp; Traffic Management Quality Management System. (5%)</li> <li>Carry out other duties appropriate to the grade of the post</li> </ul>	
<b>Essential qualifications/ knowledge</b>	<ul style="list-style-type: none"> <li>Minimum of 5 GCSE's at grade A*-C (level 4 to 9) or equivalent (Maths and English required)</li> <li>Undertaken the Highways Maintenance Efficiency Programme e-learning</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ toolkit</li> <li>▪ Willing to work towards Engineering Technician professional status with an appropriate industry body (e.g. CIHT, ICE, IHE)</li> <li>▪ Willing to work towards Institute of Asset Management Certificate (IAM) Asset Management Certificate, if not already held.</li> <li>▪ Knowledge of highways legislation, practice and application required for the management, maintenance and improvement of highways network and Asset Management planning.</li> <li>▪ Good working knowledge of Local Government</li> </ul>
<b>Desirable qualifications/ knowledge</b>	<ul style="list-style-type: none"> <li>▪ Institute of Asset Management Certificate (IAM) or equivalent qualification</li> <li>▪ Knowledge of Construction Design and Management Regulation and Responsibilities, Chapter 8 and Traffic Sign Regulations and General Directions</li> </ul>
<b>Essential experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of working in a highways and/or asset management related environment.</li> <li>▪ Prioritising work programmes.</li> <li>▪ Experience of applying and updating highway maintenance strategies, policies and procedures.</li> </ul>
<b>Desirable experience</b>	<ul style="list-style-type: none"> <li>▪ Knowledge Health &amp; Safety Legislation and practices in relation to Highways processes</li> <li>▪ Project and Risk Management</li> <li>▪ Worked on with Highways Asset Modelling Tools</li> </ul>
<b>Essential skills</b>	<ul style="list-style-type: none"> <li>▪ Excellent Organisational Skills</li> <li>▪ Effective negotiation and influencing skills</li> <li>▪ Ability to comprehend and summarise complex legislation and guidance notes</li> <li>▪ Ability to develop effective working relationships with colleagues, external stakeholders and others</li> <li>▪ Analytical and judgement skills are required to analyse and interpret information and produce reports</li> <li>▪ Judgement and creative skills are required in order to solve varied problems, develop solutions and assess customer &amp; Stakeholder enquiries</li> <li>▪ Ability to undertake detailed statistical and numerical analysis</li> </ul>
<b>Corporate standards</b> <ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.</li> </ul>	

- Undertake all duties with due regard to the corporate equalities policy and relevant legislation.