

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Highways Strategic Asset Management & Performance Officer	JEID	EN006
Salary Grade:	Grade O		
Team:	Strategy and Policy		
Service Area:	Transport and Highways		
Primary Location:	Shire Hall, Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Strategy Manager Transport Planning – Strategy and Policy Team		
Responsible for:	N/A		

Role Purpose

The post will be responsible for developing critical data-driven management processes. They will work with delivery leads to create indicators that identify the prioritisation of financial resources across the highway asset portfolio over the medium and long term. In turn, they will provide the catalyst for improving data sharing across teams and developing a data management strategy.

To develop the highway and transport strategic asset management framework, including drafting and updating our strategic asset management strategy, policies and plans, as required.

Develop asset lifecycle plans across all highway infrastructure assets (highways pavements, drainage, structures, street lighting, forestry, PROW, car parking, ITS etc) in collaboration with asset managers. Develop financial risk projections based on budget allocation scenarios. Support the delivery of the Council's Highways Authority and Lead Local Flood authority responsibilities.

The post will focus on engaging stakeholders in our processes through efficient and timely communication, creating a robust cyclical reporting process to inform and engage key stakeholders through generating monthly, quarterly, and annual performance reviews, as required.

The post will systematically update the portfolio of lifecycle planning documents to inform decision-making and build transparency and an integrated approach across asset groups. In addition, the

position will focus on identifying risks to the business and provide a platform for managing these appropriately and in a timely manner.

The post will engage with specialists across the organisation to address the emerging risks of climate change and extreme weather events. In addition, the post-holder will be working to integrate asset management into Warwickshire County Council's decarbonisation and net zero ambitions.

Role Responsibilities

To have responsibility for strategy and policy updates related to highway infrastructure asset management on Warwickshire County Council managed highways. This strategic post covers all highway assets the County Council owns as Highway Authority. It works within the Council's Code of Practice, performance management framework and governance procedures.

Initiate a process for coordinating work with delivery officers to monitor and review asset-related maintenance programmes, policies, standards, and performance. Develop reporting standards for the information required.

The successful candidate will play a key role in developing processes ensuring that Warwickshire enjoys a well-maintained and fit-for-purpose highways network, achieves consistency with other authorities especially those evidencing best practice and prioritises financial resources across the asset management function over the medium and long term.

Build an asset management framework aligned with HMEP Highway Infrastructure Asset Management Guidance, developing strategic documentation, and driving performance management standards towards ISO 55000 accreditation.

The post will enable delivery leads to formalise various asset management functions such as lifecycle planning, whole-life costing, valuation, and data management. This approach will ensure that the authority has a solid approach to asset management. The successful candidate will establish and manage the register of asset Lifecycle Plans for all main asset groups and collaborate with asset managers/owners in setting levels of service.

The post holder will work closely with senior management and delivery teams to identify, mitigate, and manage risks in a cost-effective and timely manner.

Consider and adapt to significant emerging challenges, such as climate change, extreme weather events and decarbonisation. Work proactively on initiatives to establish an integrated and coherent approach to highway asset management across the authority related to WCC corporate vision and local transport plans.

Design and develop the data management strategy for providing information across the directorate. The post-holder will manage the design and implementation of processes for collating and reporting timely and relevant performance and asset management information to inform the planning of resources. The implementation will include designing and producing an Annual Performance Review highlighting challenges for delivery leads and senior management across all highway infrastructure asset groups. In addition, it will consist of coordinating updates to the Highway Infrastructure Asset Management Plan.

The successful candidate will communicate directly with elected Members, and stakeholders including local politicians, senior managers, Government Departments and other national and regional departments or agencies on behalf of the County Council.

Identify and promote examples of best practices by working with internal contacts and with other local authorities.

Actively encourage and support asset owners in developing skills and resources for applying for funding opportunities.

Have reporting responsibilities to government bodies for asset management performance and be lead representative for WCC to benchmarking organisations such as the National Highways and Transportation Network.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

A clear understanding of asset management principles and frameworks.	A/I/P
Either hold a full relevant professional qualification or have significant experience working within a relevant discipline and/or managing large projects at a senior level	A/I/D
The ability to independently interpret and analyse varied and complex information or situations and to identify solutions over the long-term	A/I
The ability to communicate complicated and contentious information with varied audiences in person and/or writing.	A/I/P
Good experience of using IT including relevant Engineering/Transport Planning systems e.g. Asset Management Systems, Geographical Information Systems	A/I
The ability to work within broad practice or guidelines using managerial discretion over a broad area of activity	A/I
The ability to work under a very high degree of pressure, including meeting unpredictable deadlines and dealing with conflicting demands	A/I
Ability to provide day to day specialist guidance to less-experienced members of the organisation including providing feedback and appraising work and provision of technical guidance, also covering for and providing technical support to the Team Leader as required	A/I
Good understanding of financial management particularly in relation to asset management. Experience of monitoring, managing and being accountable for budgets.	A/I
Experience of contributing to the development of Engineering/Transport Planning Policies and Procedures	A/I
The ability to persuade others to adopt a course of action which is not necessarily their preferred approach	A/I

Experience as an asset manager within the highway infrastructure environment	A/I
Thorough knowledge and experience of working to the Code of Practice for Well-Managed Highway Infrastructure	A/I

Desirable Criteria

Assessed By:

Experience of working with and analysing data and formulating resulting strategies, policies and plans	A/I
Ability to build and maintain effective working relationships with key people both internally and externally.	A/I
Experience of working with partner organisations in conformance to highways contract management	A/I
Experience of providing asset management reviews and challenging processes to identify and drive efficiencies	A/I
Knowledge and experience of working to ISO 55000 Asset Management	A/I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing

<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
X Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	