

## Kent County Council

### Job Description: *Transport Modelling Officer*

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<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Unit/Section:</b>	<b>TRA – Transportation - Traffic Management</b>
<b>Grade:</b>	<b>KSG</b>
<b>Responsible to:</b>	<b>Network Manager</b>

#### **Purpose of the Job:**

Responsible, and the subject matter expert, for Traffic related data and systems including the development and day to day management of the Network Manager's data systems including the Countywide Strategic Model Custodianship.

#### **Main duties and responsibilities:**

- Manage the day-to-day maintenance, access and overall custodianship of Traffic data, associated with Countywide Strategic model. This includes overseeing the relationship with the external Consultant responsible for maintaining the model, coordination of all communication through the dedicated inbox, and responding to stakeholders in a timely and professional manner.
- Administer NEC3 processes and documentation, ensuring all forms and approvals are completed accurately. Manage any system access in line with KCC policies (Jacobs Sharepoint). Oversee and authorise access for KCC users, Borough and District partners, and approved Third Parties, ensuring all permissions are appropriate, monitored, and compliant with contractual and security standards, and that any access to the Traffic Model is formally approved and, where required, fees are paid in advance of data provision.
- Manage and maintain financial related systems e.g. i-Proc & Oracle, in order to ensure accurate reporting of financial matters.
- Ensure expenditure and income is processed, and accounts submitted and verified with external stakeholders.
- Represent KCC on corporate, regional and national forums and attend committees as appropriate using this access to help develop and improve our Traffic data to be at the forefront of local authorities across the UK.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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## Person Specification: *Transport Modelling Officer*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Good general education to GCSE or equivalent level, including passes at C grade or higher in Maths and English</li> <li>• NVQ Level 4 or equivalent</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of working in local government or a highways environment.</li> <li>• Experience in the use of Traffic Data Systems</li> <li>• Experience in the use of Geographical Information Systems</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Use of reporting systems, with the ability to use, interpret and analyse data.</li> <li>• Database management and design principles.</li> <li>• Strong communication skills.</li> <li>• Adherence to deadlines, prioritising workloads.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Awareness of role of ICT in efficient business processes.</li> <li>• Awareness of relevant legislation such as the 2004 Traffic Management Act and 1980 Highways Act.</li> </ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>