

## Kent County Council

### Job Description: *Asset Data Officer*

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<b>Directorate:</b>	Growth, Environment and Transport
<b>Unit/Section:</b>	Highways & Transportation
<b>Grade:</b>	KR7
<b>Responsible to:</b>	Project Manager - Asset Management

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

- To support the Asset Management team in delivering a wide range of projects/workstreams with the aim of implementing good asset management practice across KCC Highways & Transportation.
- The role will principally involve processing and analysing highway asset data and assisting in implementing improvements to the ways in which we collect, store and use this data across the organisation.
- To monitor data connected to our risk-based approach ensuring compliance with current policy and codes of practices
- The role will also include assisting with procuring contracts from third party providers to ensure effective service delivery.

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

- To support the delivery of our Highways Asset Management Plan across the organisation.
- To assist in the development and implementation of highways asset data policies and practice.
- To assist with the collection and analysis of highway asset data, including the commissioning of relevant contracts and the collection of data for annual benchmarking surveys.
- To assist with ensuring that the county's highways are inspected and maintained in accordance with defined policy and practices.
- To support the Asset Management team in driving cultural change based on our risk-based approach, including system and technical changes and best value.
- To assist the Asset Management team in the technical aspects of day-to-day programming of the maintenance and management of highways assets, including supporting the delivery of reactive, cyclic and planned maintenance, and management of our Forwards Works Programme.
- To provide information on the condition of highway assets to stakeholders, and to provide technical expertise for reports and briefings when required.

- To act as a focal point for the day-to-day communication of data-related issues, including maintaining regular contact with internal and external stakeholders to provide a regular data management service including both existing and future asset management systems and technological innovation.
- To aid other teams within the GET directorate, or any other part of KCC, from time to time as and when your skills and knowledge are required for particular projects and initiatives.

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: *Asset Data 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 grade C/4 or higher in Maths and English.</li> <li>• A Full UK Driving License – The council is committed to making reasonable adjustments so whilst this job requires the jobholder to drive your application will still be considered if you are unable to drive due to a disability.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience in the use of relevant computer applications including Microsoft Office.</li> <li>• Experience of data analysis/management.</li> <li>• Some experience of working in a customer service environment would be desirable.</li> <li>• Experience of working both individually and as part of team.</li> <li>• An understanding of Geographical Information Systems (GIS) and of how GIS data can be used.</li> <li>• Experience of the use of data analysis systems such as PowerBI would be desirable.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Able to communicate effectively both verbally and in writing with internal and external customers, and to manage customer expectations.</li> <li>• Excellent IT skills, including the ability to demonstrate proficiency in the use of Microsoft Office and the ability to learn new computer systems.</li> <li>• Ability to use and interpret spatial data (maps and drawings).</li> <li>• Demonstrable skills in analysing information and problem solving.</li> <li>• Ability to work to deadlines and under pressure, and to prioritise work using risk assessment techniques.</li> <li>• Excellent team working skills.</li> <li>• Ability to demonstrate attention to detail.</li> <li>• Ability to plan and manage time effectively.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of local government responsibilities and structure, or the willingness to learn this.</li> </ul>
<b>BEHAVIOURS AND KENT VALUES</b>	<p><b>Our Values:</b></p> <ul style="list-style-type: none"> <li>• We are brave. We do the right thing, we accept and offer challenge.</li> <li>• We are curious to innovate and improve.</li> <li>• We are compassionate, understanding and respectful to all.</li> <li>• We are strong together by sharing knowledge.</li> <li>• We are all responsible for the difference we make.</li> </ul> <p><b>Our Cultural Attributes:</b></p>

	<ul style="list-style-type: none"><li>• Compassionate &amp; inclusive.</li><li>• Working together – building and delivering for the best interests of KCC.</li><li>• Externally focused – residents, families and communities at the heart of decision making.</li><li>• Flexible/agile – willing to take (calculated) risks.</li><li>• Empowering – our people take accountability for their decisions and actions.</li><li>• Curious – constantly learning and evolving.</li></ul>
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