

# Kent County Council Job Description: ITS Project Officer

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| <b>Directorate:</b>    | Growth, Environment & Transport                  |
| <b>Unit/Section:</b>   | Transportation - Traffic Operations & Technology |
| <b>Team Location:</b>  | Aylesford Highway Depot                          |
| <b>Grade:</b>          | KSF  |
| <b>Responsible to:</b> | Traffic Operations and Technology Manager        |

## **Purpose of the Job:**

To assist with the design, procurement, contract administration, site supervision and financial control of planned traffic systems schemes.

## **Main duties and responsibilities:**

1. Work as part of a multi-disciplined team on the identification, design procurement and delivery of planned intelligent traffic systems projects.
  2. Assist in the technical approval process for designs submitted for Developer funded projects by producing CAD drawings to comply the Kent Traffic Signal Specification under guidance from other members of the team.
  3. Assist with ensuring works are completed in accordance with the contract, timescales and assist with challenging any deficiencies or failures of service.
  4. Help to monitor existing asset information and update drawings accordingly to ensure as built inventory records are accurate and current including ensuring as-built records of completed projects are accurate and timely.
  5. Assist in the procurement, contractual administration/compliance, supervision and management of planned projects, including undertaking site visits where appropriate.
  6. Ensure regular communication with relevant staff and managers regarding work completed details.
  7. Assist with ensuring compliance with Health and Safety including the CDM 2015 regulations and traffic management principles.
  8. Investigate and respond to complaints and queries raised by staff and customers in compliance with corporate standards.
  9. Provide assistance to 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.
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# Kent County Council Person Specification: ITS Project Officer

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Applicants who have a disability and who meet the minimum criteria will be shortlisted.

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

| CRITERIA                                   | DESIRABLE   |
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| <b>QUALIFICATIONS</b>                      | <p>Good general education to A Level (or equivalent)<br/>           Passes at GCSE Grade C / 5 or higher in Maths and English.</p>  |
| <b>EXPERIENCE</b>                          | <p>Experience of delivering services within a technical environment.<br/>           Experience of working in a customer-oriented environment.<br/>           Experience of regular multi-tasking and dealing with non-routine activities.</p>   |
| <b>SKILLS AND ABILITIES</b>                | <p>Very good interpersonal skills.<br/>           Excellent attention to detail.<br/>           Experience of communicating effectively, both verbally and in writing, at all levels with internal and external stakeholders and members of the public, possibly in difficult circumstances.<br/>           Able to work accurately, multi-task and demonstrate an ability to prioritise effectively.</p>   |
| <b>KNOWLEDGE</b>                           | <p>Excellent knowledge of MS Office and other typical general software packages, including ability to use AutoCAD.<br/>           Basic knowledge of legislation relating to highway design and Construction Design and Management regulations.<br/>           Experience of dealing with non-routine activities.</p>   |
| <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> <ul style="list-style-type: none"> <li>• <b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</li> <li>• <b>Curious</b> - constantly learning and evolving</li> <li>• <b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</li> <li>• <b>Working Together</b> - building and delivering for the best interests of Kent</li> <li>• <b>Empowering</b> - Our people take accountability for their decisions and actions</li> <li>• <b>Externally Focused</b> - Residents, families and communities at the heart of decision making</li> </ul> |

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