

# Kent County Council

## Job Description: Senior Data Officer

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Directorate:	Growth, Environment & Transport
Unit/Section:	TRA – Transportation - Traffic Management
Grade:	KR9
Responsible to:	Network Manager

### 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 Kent Traffic Model and INRIX analytics.

### Main duties and responsibilities:

- Manage the day-to-day maintenance and access of Traffic data, including the Kent Traffic model. This will include relationship with the consultant managing the model, user profiles, passwords, logins, lookup tables, database management etc, in accordance with KCC policy and to produce reports on system usage and content as required. This includes any access granted to non-KCC staff e.g. district partners.
- Ensure any access to Traffic data is approved and if necessary, fees paid in advance of data provision
- Responsible for the development and production of Road Network key performance indications governing journey time and congestion data. Operational performance data reported to the Network Manager, the Traffic Manager and other Managers as required.
- Be the focal point for the day-to-day communication for data related issues. Maintain regular contact with other internal and external stakeholders to provide a regular data management service.
- Provide advice and assist with the development of new policies or system applications. Keep up to date with all entry conventions, technical specifications, Codes of Practices and legislation regarding the storage and use of all Traffic data.
- Be the focal point for the following in relation to all Traffic Management Team business systems (in accordance and association with ISG):
  - o system development;
  - o upgrades and release management;
  - o system issues; faults and bugs;
  - o system functionality.
- Manage and resolve queries regarding the accuracy of Traffic data.
- Ensure all new users are correctly inducted to use of systems, assess requests for training, advise of courses available and organise courses as necessary.
- 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: Senior Data Officer

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.

	CRITERIA
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <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>
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