Kent County Council
Job Description: *Project Manager - Asset Management*

Directorate:	**Growth, Environment and Transport**
Unit/Section:	**HAM – Highways Asset Management and Inspections Team**
Grade:	**KR10**
Responsible to:	**Asset Management Project Leader**

Purpose of the Job:

To project Manage the delivery of the ongoing HAMP and Asset Management workstreams to promote and embed good asset management practice across Highways and Transportation.

To support the Asset Management Project Leader in the development of KCC's Asset Management Strategy.

Main duties and responsibilities:

1. Project Manage delivery of the Highways Asset Management project work under the leadership of the Asset Management Project Leader
2. Project manage the delivery of the routine asset management workstreams.
3. Support the promotion of good asset management practice within all asset groups across Highways and Transportation
4. Assist with the production, publishing and maintenance of the annual Forward Works Programme
5. Support the ongoing use of the Trials and Technical Approvals processes across Highways and Transportation
6. Support the Asset Management Projects Manager and the Strategic Asset Manager in delivering and encouraging good pavement asset management practice across Highways and Transportation.
7. Assist the Asset Management Projects Manager in the line management of the Asset Management, Data & Support Team

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.

Kent County Council
Person Specification: *Project Manager - Asset Management*

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
QUALIFICATIONS	• HND/HNC/BTEC Higher in Civil Engineering or relevant experience. • Project or Programme Management accreditation (APPM / MSP) or working toward this.
EXPERIENCE	• Experience of Asset Management, ideally within highway maintenance. • Some experience of CDM regulations, risk assessments and contract management. • Project and Programme Management experience
SKILLS AND ABILITIES	• IT literate and willingness to learn and develop new IT skills. • Ability to travel to different locations for work. • Good communication and verbal / written inter personal skills, with the ability to manage difficult conversations. • Ability to manage and prioritise complex workloads. • Able to line manage others, to support and guide them. • Self-motivated and able to influence others to achieve best results with the minimum of supervision.
KNOWLEDGE	• Knowledge of highway design and construction methods. • Knowledge of asset management principles, whole life costing and Government funding requirements. • A detailed understanding of the use of various computer systems including MS Project and Microsoft Office suite.
KENT VALUES AND CULTURAL ATTRIBUTES	**Kent Values:** • We are **brave.** We do the right thing, we accept and offer challenge • We are **curious** to innovate and improve • We are **compassionate**, understanding and respectful to all • We are **strong together** by sharing knowledge • We are all **responsible** for the difference we make Our values enable us to build a culture that is: **Flexible/agile** - willing to take (calculated) risks and want people that are flexible and agile **Curious** - constantly learning and evolving **Compassionate and Inclusive** - compassionate, understanding and respectful to all **Working Together** - building and delivering for the best interests of Kent **Empowering -** Our people take accountability for their decisions and actions **Externally Focused** - Residents, families and communities at the heart of decision making