

Kent County Council

Job Description: Asset Data Officer

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| Directorate | Growth, Environment & Transport |
| Unit/Section | Highways & Transportation |
| Grade | KSF |
| Responsible to | Programme Manager – Asset Management Team |

Job Purpose

The role principally involves acting as the technical expert in the processing and analysis of highway asset data. The post holder will use this expertise to support the implementation of improvements to the ways in which we collect, store and use our highway asset data across the organisation and for our pavement assets in particular.

The role holder will support the Highway Asset Management and Inspection Team (HAMIT) in delivering a wide range of projects/workstreams, intended to drive good asset management practice across KCC Highways & Transportation (H&T). Many of these are set out in the KCC Highway Asset Management Plan (HAMP).

The role holder will monitor new data policies, best practices and technology changes, and will report to the Team Leadership to ensure they are fully aware of and react appropriately to changes in technology and data analysis best practice.

The role holder will act as the HAMIT point of contact and coordinator for cyclical benchmarking surveys (ALARM, APSE, NHT PSS, CQC etc)., including data collection, output dissemination, and liaison with other local authorities.

The role holder will help with the collection and processing of data in support of our Carbon Project, our risk-based approach, and ensuring compliance with current policy and codes of practice.

The role holder will provide data analysis skills, support and training the wider H&T teams where required.

Main duties and responsibilities:

- To act as the data expert for HAMIT, providing analytical support, developing effective ways to store, use and interpret data, participating in keeping all information and databases fully up to date and accessible for audit purposes, and supporting the wider H&T Directorate where required.
- To act as the HAMIT focal point for the day-to-day communication of data-related issues, including relationship building and maintaining regular contact with internal and external stakeholders, to provide a regular data management service including both existing and future asset management systems and other technological platforms used.
- To act as the HAMIT point of contact and coordinator for cyclical benchmarking surveys, collection and dissemination of the outputs and liaison with other local authorities and to assist with other surveys undertaken by H&T.(ALARM, APSE, NHT PSS, CQC). To improve the way we can utilise that data with our wider workstreams.

- To help with the collection and processing of data in support of our Carbon Project, our risk-based approach, and ensuring compliance with current policy and codes of practice.
- To act as the HAMIT technical lead on POWER BI and other specialist data analysis platforms. Providing knowledge sharing and training where appropriate.
- To support the Gazetteer Team and other data teams in managing asset data in systems including Horizons, WAMS, Highway Layers, Compass platform etc.
- To support HAMIT in driving cultural change across H&T based on our risk-based approach and good asset management practice.
- To support the review and delivery of our Highways Asset Management Plan (HAMP) across the organisation.
- To provide information on the condition of highway assets to stakeholders, and to provide technical expertise for reports and briefings when required.
- To assist HAMIT in the technical aspects of strategic programming of planned asset management works, including supporting the development and management of our Forward Works Programme.
- 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.
- To proactively manage their own time and workload independently, seeking guidance where required.
- To refer and escalate appropriate matters to the Team Leadership for decisions or authorisation.

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

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 |
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| QUALIFICATIONS | <ul style="list-style-type: none"> • Good general education to GCSE or equivalent level, including passes at grade C/4 or higher in Maths and English. • NVQ Level 3 / 4 or equivalent in data science • 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. |
| EXPERIENCE | <ul style="list-style-type: none"> • Experience in the use of relevant computer applications including Microsoft Office. • High level of data analysis/management. • Proven experience of the use of data analysis systems such as PowerBI, Python, SQL etc • Experience of working both individually and as part of team. • Some experience of working in a customer service environment. • An understanding of Geographical Information Systems (GIS) and of how GIS data can be used. * Or a willingness to further develop skills |
| SKILLS AND ABILITIES | <ul style="list-style-type: none"> • Use of reporting systems • Database management and design principles • Excellent IT skills, including the ability to demonstrate proficiency in the use of Microsoft Office and the ability to learn new computer systems. • Experience using and interpreting spatial data (maps and drawings). • Demonstrable skills in analysing information and problem solving. • Ability to work to deadlines and under pressure, and to prioritise work using risk assessment techniques. • Excellent team working and communication. • Ability to show initiative when exploring and researching new projects • Ability to demonstrate attention to detail, working accurately and to a high standard in a changing environment. • Ability to plan and manage time effectively, work alone and as team member and work proactively to resolve issues. |
| KNOWLEDGE | <ul style="list-style-type: none"> • Knowledge of local government responsibilities and structure. • Knowledge of data management, best practices and evolving technology |

**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