

Directorate: Growth, Environment & Transport

Unit/Section: Transportation - Traffic Operations & Technology

Grade: KR10

Responsible to: Senior Asset Maintenance Engineer

Purpose of the Job:

To design, procure, contract administrate, site supervise and control finances for planned traffic systems schemes.

Main duties and responsibilities:

1. Support the current and future development of asset management for all traffic signals, variable message signs and other traffic technology on Kent's highway network.
2. Prepare design packs for the maintenance and improvement of Intelligent Transport Systems (ITS) asset refurbishment works including production of specifications and drawings using AutoCAD. Ensure projects meet completion and defect period approval standards and that as-built drawings are recorded
3. Liaise with internal and external partners/stakeholders and customers to ensure a positive approach to all schemes, including engagement with elected Members and with other community representatives.
4. Contribute to the evaluation of works to deliver highway improvements in conjunction with colleagues and developers to ensure operational, safety and technical consistency, including identification of best practice and implementation.
5. Work with the term maintenance contractor to prepare Health & Safety Plans and risk assessments to ensure that all works on site are carried out in a safe manner in accordance with Health & Safety Policies, CDM Regulations 2015 and other legislation.
6. Support the development of a medium-term programme for asset management purposes and contribute to the identification and prioritisation of appropriate works to maximise the life of existing infrastructure and optimise investment.

7. Ensure that resources are used wisely with consistent appraisal methods for expenditure and ensure delivery of works programmes through the service provider are to time and within allocated financial limits, ensuring performance measures are in place and met.
8. Ensure complaints and enquiries are managed sympathetically and in line with KCC procedures and use complaints management to maintain and develop customer service and 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.

Footnote: This job description is provided to assist the job holder to know what his/her 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: Asset Project Manager

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	NVQ Level 3 (or equivalent) in relevant discipline.
EXPERIENCE	<p>Experience of achieving technical solutions within budget to enable delivery of a diverse range of services in partnership with internal and external stakeholders.</p> <p>Experience of working in a customer-oriented service.</p> <p>Learning and applying IT bespoke packages.</p>
SKILLS AND ABILITIES	<p>Able to use MS Office and other typical general software packages, plus experience using AutoCAD.</p> <p>Very good interpersonal skills.</p> <p>Able to demonstrate attention to detail and decision-making skills</p> <p>Ability to use and interpret spatial data. (maps, data sets and drawings)</p> <p>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.</p> <p>Able to work accurately, multi-task and demonstrate an ability to prioritise effectively.</p> <p>This role is subject to holding a Full UK Driving Licence – 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</p>
KNOWLEDGE	<p>Relevant knowledge of legislation and codes of practice relating to Traffic Signs Manual, TSRGD and other relevant design guidance.</p> <p>Knowledge of Health & Safety legislation and risk assessments.</p>
BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve

	<ul style="list-style-type: none">• We are compassionate, understanding and respectful to all• We are strong together by sharing knowledge• We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <ul style="list-style-type: none">• 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
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