

Kent County Council
Job Description: ITS Project Officer

Directorate:	Growth, Environment & Transport
Unit/Section:	Transportation - Traffic Operations & Technology
Grade:	KR8
Responsible to:	Senior Design Engineer

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 with ensuring works are completed in accordance with the contract, timescales and assist with challenging any deficiencies or failures of service.
3. Assist in the approval process for designs submitted for Developer funded projects.
4. Help to monitor key existing performance indicators and report progress against targets to ensure we understand service delivery and contribute towards the improvement of current working practices and procedures.
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.

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: ITS Project 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
QUALIFICATIONS	Good general education to GCSE (or equivalent) level, including passes at C grade or higher in Maths and English.
EXPERIENCE	Experience of delivering key services within a technical environment. Experience of working in a customer-oriented environment. Experience of regular multi-tasking and dealing with non-routine activities.
SKILLS AND ABILITIES	Very good interpersonal skills. Excellent attention to detail. 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. Able to work accurately, multi-task and demonstrate an ability to prioritise effectively. 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
KNOWLEDGE	Excellent knowledge of MS Office and other typical general office packages. Basic knowledge of legislation and codes of practice relating to Traffic Signs Manual and Construction Design and Management regulations. Experience of dealing with non-routine activities. Basic knowledge of KCC Permit Scheme.
BEHAVIOURS AND KENT VALUES	Kent Values: <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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