

<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Unit/Section:</b>	<b>Structures Asset Management</b>
<b>Location:</b>	<b>Ashford Highway Depot</b>
<b>Grade:</b>	<b>KR9</b>
<b>Responsible to:</b>	<b>Structures Operations Team Leader</b>

**Purpose of the Job:**

To provide engineering support for the management of highway structures assets. The post holder will provide project and asset management, design commissioning, works ordering, response to enquiries, along with associated financial control and administrative tasks. The role will involve liaising with other KCC departments and external stakeholders.

**Main duties and responsibilities:**

1. Assist in the asset management of the county's structures stock, including maintaining the asset inventory and works prioritisation.
2. Manage various inspection regimes utilising either the in-house inspectors or consultants.
3. Ordering and overseeing maintenance works and accident damage repairs.
4. Undertake or manage the design and management of maintenance and refurbishment works, including commissioning support from consultants and other specialists to provide technical advice or other expertise.
5. Engage with internal and external stakeholders, such as Network Rail, Historic England and the Environment Agency, to ensure that works are carried out in a coordinated, integrated and cost-effective manner.
6. Prepare and review risk assessments and method statements. Ensure compliance with Health and Safety legislation, e.g. CDM 2015.
7. Fulfill the requirements of Health and Safety legislation, Kent Permit and Lane Rental Scheme and streetworks coordination.
8. Budget management including forecasting and reporting financial status and updating finance management tools.
9. Liaise with members of the public, elected Members, Parish/Town/District and Borough Councils, contractors, utility providers, and third parties. Ensuring communications, enquiries and complaints are managed sympathetically, accurately and in a timely manner in line with KCC procedures.
10. 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.
11. Deputise as necessary for their line manager.

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: *Structures Asset Engineer*

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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.

<b>QUALIFICATIONS*</b>  (*or equivalent in experience)	<ul style="list-style-type: none"> <li>HNC in civil engineering or a related subject</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Demonstrable post qualifying relevant experience in the design and delivery of Highway Structures works or similar</li> <li>Understanding of the role and responsibilities of the Highway Authority and of Local Government</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Ability to use and interpret spatial data (maps and drawings)</li> <li>High degree of interpersonal skills to deal with complex issues</li> <li>Good communication skills including accurate written work</li> <li>Ability to manage complex workloads</li> <li>Good teamworking skills</li> <li>Self-motivated and able to operate with minimum of supervision</li> <li>Good financial management skills</li> <li>Computer literacy, including use of appropriate design software</li> <li>Attention to detail and sound engineering judgement</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Good knowledge of national design standards and technical procedures and their application to a local Highway network</li> <li>Broad knowledge of relevant legislation with ability to research and interpret</li> <li>Working knowledge of CDM Regulations and risk assessments</li> <li>Knowledge of Project management and Asset management techniques</li> </ul>
<b>BEHAVIOURS AND KENT VALUES</b> (consider key for this post)	<p><b>Kent Values:</b></p> <p><b>Open</b></p> <ul style="list-style-type: none"> <li>Act with integrity, honesty and transparency</li> <li>Demonstrate healthy attitude to risk</li> <li>Welcome and expect change and evolving technology</li> <li>Work in new ways</li> <li>Be willing to learn</li> <li>Work as a whole council</li> <li>Treat people fairly and with respect</li> </ul> <p><b>Invite contribution and challenge</b></p> <ul style="list-style-type: none"> <li>Work collaboratively to find new solutions</li> <li>Innovate</li> <li>Put the interests and wellbeing of customers first</li> <li>Be open to challenge</li> <li>Actively encourage and expect contribution</li> </ul>

	<p><b>Accountable</b></p> <ul style="list-style-type: none"><li>• Do more for yourself</li><li>• Take personal and professional responsibility for your actions and performance</li><li>• Deliver at pace</li><li>• Look for ways to save money</li><li>• Look for commercial opportunities</li><li>• Focused on outcomes</li></ul>
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