

## Northumberland County Council

**JOB DESCRIPTION**

<b>Post Title:</b> Highway Asset Manager		<b>Director/Service/Sector:</b> Local Services, Technical Services, Infrastructure Management		<b>Office Use</b>
<b>Band:</b> 10		<b>Workplace:</b>		JE ref: 4259 HRMS ref:
<b>Responsible to:</b> Infrastructure Manager		<b>Date:</b> 01 April 2022		
<b>Job Purpose:</b> To lead, monitor, review and report on the development and implementation of medium and long term revenue and capital highway maintenance programmes for Northumberland including being instrumental in championing asset management planning and pavement management principles across Technical Services. Develop, monitor and review Asset Management Policies and Strategies for NCC and ensure that relevant data is collected and interpreted in a timely manner to influence decisions and support a proactive performance management culture. Responsible for data management within the Highways Division with specific responsibilities for the National Street Gazetteer ensuring that condition data is interpreted in a timely manner to allow effective medium and long term programming and production of relevant performance management data.To lead work relating to the development of Countryside Policy, the County Council's Definitive Map and Statement and protected landscapes responsibilities				
<b>Resources</b>	Staff	Responsible for day to day management and support of professional and technical staff responsible for delivering various county wide functions related to highway (road and bridges) programmes, highways records, rights of way and flood protection assets, including work planning, delegation, appraisal, training and development		
	Finance	Develop and allocate the highways LTP capital maintenance budget up to £15m annually, develop and allocate highway revenue works budgets of approx £12m and monitor expenditure in service area. Managing orders and invoices in particular area of work		
	Physical	Responsible for the overall accuracy and validity of considerable amounts of corporate data for highway and other infrastructure assets with respect to asset management, programme development and management. Lead the production of Transport Asset Management Plan for Northumberland incorporating assets worth in excess of £5billion		
	Clients	Continual involvement with public and private sector organisations including utility companies, members of the public, elected members, government departments and their agencies, and other council departments to ensure that the highway asset is maintained to allow safe and reliable travel by the public		

**Duties and key result areas:**

- Provide technical and professional advice and data to Elected Members, officers, internal and external bodies and service users relating to the maintenance and management of the highway asset and infrastructure records, including roads and bridges, exchanging information, which is sometimes contentious, both orally and in writing, with a range of technical and non specialist audiences including the public
  - To manage the work of the Asset Management and Infrastructure Records Support Team and facilitate effective performance to meet team targets.
  - Develop strategies and develop an asset management plan for 5000km of highways network and champion the implementation of an asset management culture across all departments providing a highways service
  - Organise and lead on the researching and developing medium and long term work programmes for the maintenance of Northumberland's highways, including for example Winter Maintenance, Inspections, defect responses, alongside asset management principles.
  - Organise and lead on the planning, development and delivery of revenue and capital maintenance programmes with relevant officers from across the service.
  - Responsible as the Custodian of the NSG (National Street Gazetteer) for maintaining and disseminating relevant information in Northumberland's NSG including overseeing the accuracy and validity of data input and interpretation by others by managing the process and liaison with Intelligent Addressing.
  - Responsible for ensuring that all highway inventory data is adequate for asset management purposes and to act as the evidence base for the purpose of asset valuation supporting implementation of Whole of Government Accounting in conjunction with the Finance Department, produce asset valuation systems for the highway asset with a value of approximately £5billion Directly responsible for setting targets, driving quality improvements and monitoring compliance.
  - To be responsible for the development, implementation and review of public rights of way, countryside access and protected landscape policy and countryside access statutory duties and powers
  - To manage activities related to the modification of the Definitive Map of Public Rights of Way and for the creation, extinguishment and diversion of Public Rights of Way, including representing the Council at Public Inquiries and the Courts.
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  - Work within national standards and County policy using initiative and discretion when making routine decisions, managing daily workload of self and team, only referring to management for matters of policy and process change
  - Provide direction to asset management through co-ordinating the collection of highway network condition data across the asset groups and production of whole life maintenance plans for various highway asset groups
  - Manage the highway asset register including overseeing inventory data management ensuring it is adequate for the purposes of asset valuation, assist in the production of asset valuation systems
  - Provide commuted maintenance and extraordinary maintenance sums/calculations for highway improvement schemes carried out under sections 59 and 278 of the Highways Act 1980 and co-ordinate works with maintenance programme.
  - Represent the Council when contributing specialist knowledge at local, regional and national levels for development and implementation of policies and procedures in connection with pavement management, asset management and asset valuation through active involvement with national professional bodies such as the UK Roads Board and CSS/TAG/ADEPT
  - Develop and update the medium and long term highway programmes to meet the policies and objectives of the Local Transport Plan through overseeing the effective use of Northumberland's UKPMS in developing asset management principles and processes as well as works programmes
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- Develop, manage, monitor and report on the annual programme of works for capital and revenue maintenance of the highway network
  - Ensure management of data for successful highway asset valuation and ensure compliance with Financial standards such as the CIPFA/LASAC SORP.
  - Establish, implement, monitor and review a Performance Management System for all highway assets, including roads and bridges, and report on outcomes
  - Ensure that all relevant information for specialist area is available in suitable formats adequate for professional and public use, e.g. web pages etc
  - Promote, monitor and maintain procedures and safe systems of working to comply with health and safety and employment legislation, contribute to the development and maintenance of the council's quality, environmental and health and safety systems. Embrace the concept of customer care, including Charter Mark and IIP in all activities
  - To identify and make application to potential sources of funding which will support the County Council's public rights of way and countryside access work.
  - Supervise the management and use of the statutory register of flood protection assets under section 21 of the Flood and Water Management Act.
  - To manage the implementation of action programmes contained within the Rights of Way Improvement Plan.
  - To be responsible for the development of productive working relationships with partner authorities, agencies and organisations.

- To be responsible for the provision of strategic environmental policy advice including the response to external consultations.
- To be responsible for the provision of planning support to Countryside Management projects.
- To be responsible for the response to consultations from other services within the County Council and from outside bodies concerning their individual plans and proposals.
- To manage the organisation and provision of professional and support services to environmental organisations as directed.
- To manage the preparation of local area and subject-specific management plans to assist the delivery of countryside management services and the necessary consultations on such plans.
- Prepare service delivery plans and oversee their implementation, review the work of the group, evaluate effectiveness in relation to national, corporate and local objectives and plan the development and improvement of the group taking account of organisational, financial and staffing implications.
- To have responsibility for the health and safety, welfare, recruitment and training of staff within the Asset Management and Infrastructure Records Management Team.
- To carry out such duties of a similar nature which are consistent with the duties and grade of the post as may be directed.
- To promote and embrace the principles of equality and diversity within the team

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

#### **Work Arrangements**

Transport requirements:	Generally office based but with a regular requirement for travel to highway sites in all parts of the county and other offices locations
Working patterns:	Normal office hours with extended hours occasionally required and travel to training courses across the country
Working conditions:	Office base with some outdoor site investigations in all weathers, occasional contact with irate and distressed members of the public. Lone working on the highway needs concentration and awareness to ensure own safety and that of others. Working in a large open plan office with numerous disruptions and a significant number of telephone calls from clients.

**PERSON SPECIFICATION**

<b>Post Title:</b> Principal Programmes Officer (Highways Maintenance)		<b>Director/Service/Sector:</b> Place, Technical Services, Infrastructure Management	Ref: 4259
<b>Essential</b>	<b>Desirable</b>		<b>Assess by</b>
<b>Knowledge and Qualifications</b>			
<ul style="list-style-type: none"><li>● Degree or equivalent standard of education in a relevant technical subject</li><li>● Relevant professional qualification (e.g. Incorporated engineer, etc)</li><li>● Considerable in depth theoretical, practical and procedural knowledge of current highway management practices including specialist knowledge of materials, pavement management, asset management</li><li>● Considerable specialist knowledge of highway maintenance delivery and policies</li><li>● Working knowledge of the highway law</li><li>● Working knowledge of current management practices</li><li>● A detailed working knowledge of the technical, professional, legal and commercial issues which face the specialist area of the service</li><li>● Excellent knowledge of GIS and data manipulation systems</li></ul>		<ul style="list-style-type: none"><li>● Recognised continued professional development in the specialist area of the post</li><li>● Recognised management qualification or training (e.g. CMS, DMS, MBA, ILL etc)</li><li>● Knowledge of other areas of highway service delivery</li><li>● Membership of the Royal Town Planning Institute or relevant professional organisations (equivalent to level 7 on the National Qualification Framework)</li><li>● Detailed knowledge of highways law and practice, particularly in relation to the list of streets and its application, public rights of way</li><li>● Evidence of continuous development practice in rights of way law and countryside management</li></ul>	
<b>Experience</b>			
<ul style="list-style-type: none"><li>● Extensive experience of highway management including interpretation and dissemination of data for policy development and delivery</li><li>● Extensive experience of managing a UKPMS system for a comparable sized network and implementing asset management processes and policies</li><li>● Extensive experience of programme management including detailed financial and budgetary control</li><li>● Recent experience of project management</li><li>● Experience of dealing with both internal and external agencies including regional and national bodies such as Government Office and Department for Transport</li><li>● Experience of working with appropriate specialist IT applications including managing databases and GIS to manage highway assets</li><li>● Experience of effective working with a range of professional and non technical people including Members, senior officers, other professionals and non professionals such as the public</li></ul>		<ul style="list-style-type: none"><li>● A detailed knowledge of ISO 9001, ISO 14001 and OHSAS 18000</li><li>● In depth understanding of public sector issues</li><li>● Significant experience of countryside, rights of way and environmental policy and management in a comparable organization</li><li>● A detailed working knowledge of the technical, professional, legal issues for the Countryside support function</li><li>● Comprehensive knowledge of relevant codes of practice and standards</li><li>● Experience of computerised systems relating to countryside management</li><li>● Experience of financial management</li></ul>	
<b>Skills and competencies</b>			

<ul style="list-style-type: none"> <li>• Excellent report writing, communication and presentation skills to convey information to various parties in an appropriate manner</li> <li>• Good interpersonal skills with the ability to lead a team with personality, conduct and credibility that engages and commands the confidence of Elected Members, senior managers, staff, the public, external partners and other stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	
<ul style="list-style-type: none"> <li>• Good IT skills for collating and researching data and updating records</li> <li>• Objective and rational approach to problem solving with excellent research, interpretation and decision making skills</li> <li>• Self motivated, flexible, adaptable and resourceful, with effective planning and organisational skills and the ability to work with very little supervision</li> <li>• Ability to manage teams, prioritise work load and delegate to relevant staff as appropriate</li> <li>• Ability to manage and implement key transformational projects</li> <li>• Ability and licence to drive to current EU standards</li> </ul>		
<b>Physical, mental and emotional demands</b>		
<ul style="list-style-type: none"> <li>• Normally works from a seated position with some need to walk, bend or carry items, with some lengthy periods of driving to remote parts of the county</li> <li>• Need to maintain general awareness with prolonged periods of enhanced concentration when researching and assessing data to make decisions and develop policy</li> <li>• Ability to remain calm when dealing with contentious subjects and distressed members of the public when service provision does not meet their wishes</li> <li>• Ability to work under pressure, meet deadlines imposed by senior offices and Members, and recognise stress in one self and others</li> <li>• Ability to work in busy environment with numerous disruptions and large number of ongoing issues to resolve</li> </ul>		
<b>Other Able to meet the transport requirements of the post</b>		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits