

Northumberland County Council
JOB DESCRIPTION

Post Title: Highway Asset Management Technician		Director/Service/Sector		Office Use 25 November 2025
Band: 5		Workplace:		JE ref: 1220 HRMS ref:
Responsible to: Senior Programme Officer – Highway Maintenance		Date: November 2025	Manager Level:	
Job Purpose: To assist the Senior Programme Officer with asset management planning for the highway network by ensuring that condition data is collected and interpreted in a timely manner to allow effective medium and long term programming of highway schemes and production of relevant performance management data.				
Resources		Staff	Not applicable	
		Finance	Monitoring income and expenditure in service area	
		Physical	Responsible for specialist data collection technology, associated equipment and vehicle. Support collection, maintenance and use of condition data for UKPMS with direct responsibility for identification and collection of considerable amounts of inspection data for the whole county	
		Clients	Public and private sector organisation, members of the public, elected members and other council departments	
Duties and key result areas: <ul style="list-style-type: none">Responsible for planning and implementing a programme of condition surveys using modern data collection techniques and processes for use with Highway Asset Management Systems and Nationally accredited UK Pavement Management System (UKPMS).Responsible for all aspects of data control and manipulation within the Asset Management Systems and liaison with suppliers, where appropriate, for the processing of relevant data through externally hosted UKPMS systems. This includes secure downloading of data and validation exercises.Responsible for providing network data to external parties contracted to provide condition surveys.Responsible for monitoring the performance of external data collection contracts, in terms of budget, programme and data quality.Responsible for ensuring scheme data input into Highway Asset Management Systems, is robust and accurate.Responsible for planning and implementing a programme of skidding measurement surveys in accordance with current policies for use with UKPMS.Assist with the analysis of highway network condition data in UKPMS.Assist with inventory and condition inspections where necessary.Produce data for incorporation in whole life maintenance plans for the highway assets groups.Assist in determining annual programmes of work from budget allocations and issue to delivery bodies for implementation, monitor progress and performance.Assist with the development and updating of medium and long term highway programmes to meet the policies and objectives of the Local Transport PlanAssist with the provision of data from the Management Systems for highway assets for Freedom of Information requests, benchmarking surveys and statutory reports to a wide variety of stakeholders, internal and external.Represent the Pavement Manager at meetings of the County Council, its committees, sub-committees and working groups.Day to day driving and security of non-HGV vehicles such as light pickups and vans.Promote and maintain procedures and safe systems of working to comply with health and safety and employment legislation.Contribute to the development and maintenance of ISO 9001, ISO 14001 and OHSAS 18000 quality, environment and health and safety systems. Embrace the concept of customer care and IIP in all activities.				
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:	Travel to operational sites on a daily basis throughout the county with occasional visits to area offices and training premises further afield, Van supplied.
Working patterns:	Normal office hours
Working conditions:	Site visits at all times of the year in all weather conditions. Lone working on highway most of the time, need concentration and awareness to ensure own and others safety when working on the highway

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PERSON SPECIFICATION

Post Title: Highway Asset Management Technician		Director/Service/Sector:	Ref:
Essential		Desirable	Assess by
Knowledge and Qualifications			
<ul style="list-style-type: none"> Level 3 or equivalent standard of general education in an appropriate subject Knowledge of relevant codes of practice and standards 		<ul style="list-style-type: none"> Knowledge of pavement management systems and the function condition information plays in developing future programmes of work. Knowledge of ISO 9001, ISO14001 and OHSAS 18000 Membership of a relevant professional body and/or professional qualification (e.g. Eng Tech) 	A, I
Experience			
<ul style="list-style-type: none"> Experience of highway maintenance, policy development and/or highway network management Experience of manipulating data within an approved Pavement Management System Effective working with members, senior officers and support staff Experience of budgetary control accounts Recent experience of carrying out visual surveys using both manual and electronic data collection devices. Experience of dealing with both internal and external agencies A detailed working knowledge of the technical, professional, legal and commercial issues which face the Highways Service 		<ul style="list-style-type: none"> Experience of managing forward works programmes. 	A, I
Skills and competencies			
<ul style="list-style-type: none"> Good report writing, communication and presentation skills. Good interpersonal skills with the ability to lead working groups. Objective and rational approach to problem solving. Self- motivated, adaptable and resourceful Effective planning and organisational skills with the ability to work without supervision. Must be fit and able to walk considerable distances and to work in inclement conditions. ability to prepare clear and objective reports 		<ul style="list-style-type: none"> Understanding of good management practice 	A, I
Physical, mental and emotional demands			
<ul style="list-style-type: none"> Long periods of driving throughout the County Personality, conduct and credibility to engage and command confidence in managers, staff, public and private service users. Ability to work in unpleasant outdoor environments on a regular basis. Ability to remain calm when dealing with contentious subjects and numerous aggressive callers. 			A, I

<ul style="list-style-type: none"> • Ability to work under pressure on occasion. • Need concentration, awareness and ability to ensure one's own and others' safety when working alone or with others on the highway. • Ability to deal with the stress of working on high-speed roads 		
Motivation		
<ul style="list-style-type: none"> • Dependable, reliable and a good timekeeper. • Demonstrates and encourages high standards of honesty, integrity, openness and respect for others. • Helps managers to create a positive work culture, in which diverse, individual contributions and perspectives are valued. • Proactive and achievement orientated. • Able to work with only general direct supervision. 		A, I
Other		
<ul style="list-style-type: none"> • Must hold a full British or EC driving license. 		A, I

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.