

JOB DESCRIPTION & PERSON SPECIFICATION

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| Group: | CORPORATE AND FRONTLINE SERVICES |
| Division: | Highways & Streetcare |
| Section: | Highways Technical Services |
| Sub Section: | Highway Infrastructure |
| Post Title: | Assistant Highways Inventory Analyst |
| Vision Post Number: | |
| Grade: | GR6 |
| Responsible to: | Senior Highways Engineer |
| Posts Reporting to this Post: | None |
| Team: | Highway Infrastructure |
| DBS Required Level: | None |
| Location: | Sardis House, Pontypridd |
| Date of Description: | 28 th February 2019 |

KEY OBJECTIVES

To assist the Highways Technical Services Manager in development and maintenance of the Council's Highway Asset Management Plan

To assist the Highways Inventory Analyst in developing, managing and maintaining the Council's various highways related computer applications

To assist the Highways Inventory Analyst in developing, managing and maintaining the Council's Highways Asset inventory

SPECIFIC RESPONSIBILITY

- 1 To support the Highways Technical Services Manager to both manage and maintain the Highways Asset Management plan.
- 2 To assist in the development of existing service areas discreet computer systems associated with Roads, Footways, Street Lighting, Structures and Traffic Signal maintenance.
- 3 To assist in the development and maintenance of a "map based" layer system identifying infrastructure inventory condition.
- 4 To assist in the development and maintenance of an "Asset Management" database using computer software to hold asset data and condition.
- 5 Assist the various Senior Engineers in maintaining their respective budgets, inputting of invoices and providing expenditure / income reports etc.
- 6 To assist with the production of management and performance reports and KPI's associated with all aspects of highways maintenance.
- 7 To assist the Highways Technical Services Manager in ensuring that the statutory requirements for all areas of responsibility are met and that changes in legislation, regulations and guidance are responded to in accordance with the relevant statutory and legislative timescales.
- 8 Develop a sound working knowledge of the existing computer packages such as Mayrise, March PMS, AMX.
- 9 Develop a sound working knowledge of the Council's mapping database and to be in a position to link data to other software packages.
- 10 To support and provide an active and positive contribution to the overall management of the Highways Technical Services department.
- 11 Any other duties as may reasonably be required by the Highways Technical Services Manager.

To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.



THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).

PERSON SPECIFICATION

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/ Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

| ATTRIBUTE | ESSENTIAL | DESIRABLE |
|------------------------------|---|---|
| KNOWLEDGE / EDUCATION | <p>Knowledge of Microsoft Office Applications</p> <p>Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online www.rctcbc.gov.uk/WelshSkills.</p> | <p>Training in computer applications</p> <p>Training in GIS mapping software</p> <p>Welsh Language Level 2 to Level 5. For details on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website.</p> |
| EXPERIENCE | <p>Experience of Microsoft Office Type Applications and use of hyper-links</p> | <p>Experience of working within an ICT environment.</p> <p>Previous experience of using computer mapping databases</p> <p>Previous experience of managing / maintaining databases</p> <p>Experience of working with asset inventory data</p> |
| COMPETENCIES | Tech. Specialist and Prof. Competency Framework | |

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| Working in Partnerships and Teams | <p>Builds lasting, positive & supportive relationships with a wide variety of people.</p> <p>Knows when it will be most effective to work as a team and when to work alone; works well in both.</p> |
| Communicating Effectively | <p>Communicates clearly and concisely.</p> <p>Listens to others, is receptive and actively checks they've understood the message.</p> |
| Professional Expertise and Development | <p>Analyses and evaluates information and data accurately.</p> <p>Is positive about continuous professional development (CPD) and seeks opportunities to improve own knowledge.</p> |
| Managing Resources | <p>Plans well in advance to meet deadlines.</p> <p>Prioritises workloads according to needs and risk; uses the business plan as reference point.</p> |
| Achieving Results | <p>Takes pride in delivering high quality work for the benefit of Service Users. Meets or exceeds targets.</p> <p>Is proactive and flexible to changing demands and knows when to compromise.</p> |
| Focusing on Service Users | <p>Maintains appropriate customer confidentiality.</p> <p>Treats customers in a non-judgemental, polite and respectful way.</p> |
| Creating and Responding to Change | <p>Responds quickly and effectively to both internal and external changes.</p> <p>Finds ways to use new learning.</p> |
| Being Accountable | <p>Demonstrates good knowledge and understanding of how their role fits in to the bigger Council picture.</p> <p>Takes a positive attitude towards delivering work.</p> |
| SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS | <p>None</p> |