

Job Profile Information: Asset Management Technical Officer

This supplementary information for *Asset Management Technical Officer* is for guidance for Level 3, Zone 2

Camden Way Category 3

It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.

Role Purpose:

The post holder will play a key part in driving and delivering innovative change in Service processes and play a leading role in the management and strategic development of Camden's Highway Asset Management Programme (CHAMP) and strategies to ensure that the Council's statutory responsibilities are met

They will be responsible for providing a technical support service, including user support, identifying and implementing improvements and promoting the use of the CHAMP to ensure its business benefits are maximised across directorates.

Example outcomes or objectives that this role will deliver:

- To undertake systems administration, prompt updates and coordination of Camden's Highway Asset Management
- To understand the business requirements of customers and work proactively to help maximise the efficiency of the CHAMP in meeting their needs
- Promote the CHAMP as an innovative enabling and integration tool across the directorate
- Prepare the necessary application documents, bids, technical project briefs, estimates and project plans) and be responsible for the overall management of projects including the recruitment and supervision of temporary/project staff to achieve objective and project delivery
- Gather, process and present UKPMS survey data to ensure maximum efficiency spending of highway maintenance budgets (Network Recovery Plan), including the development and systems administration of the UKPMS module within Symology.
- Take responsibility for collating, verifying and submitting data as part of Whole of Government Accounts to meet statutory financial accounting obligations

- To undertake data analysis for the Street Lighting Team to drive through energy usage efficiencies, to meet government carbon reduction targets and to facilitate safe working practices for contractors through extraction, interpretation, reporting and submission of data to the Street Lighting Team and outside organisations.
- To use GIS as an analytical tool to provide spatial, statistical and analytical data, for use in calculating costings/spending estimates and as supporting data, in Council briefing papers, board paper and reports, bids, and information requests for Engineering Service management team, and other relevant services
- Fulfil the maintenance of the Highway searches process from receiving the applications to providing the responses.
- Ensure that the data for the Street Gazetteer is continually verified with public realm boundaries and provide updates to the Local Street Gazetteer Custodian as necessary

People Management Responsibilities:

The post holder will be responsible for the supervision of temporary, contract, agency and voluntary personnel as and when necessary

Relationships;

- The post reports directly to the Quality Assurance Manager
- The post holder will have the ability to connect across boundaries, developing good working relationships with Service, Directorate, Finance and ICT officers, members and Senior Management in order to justify and influence change. In particular this role will include working closely with key internal partners including Transport Strategy, Parking and Housing.

Work Environment:

The role is primarily office based but outdoor site visits to collect and audit asset data will be required. The team is based at 5 Pancras Square.

The post holder will be required to:

- Work using their own initiative and strategically to develop and manage complex data sets
- Carry out regular outdoor site visits using portable hardware to collect and audit highway asset data, at all times of the year

- Work with other staff at all levels in the directorate and across the council
- Work flexibly to meet changing and conflicting priorities that may arise
- Provide solutions to technical enquiries from users and deal effectively with specialist and complex issues
- Provide innovative and strategic solutions and ways of working

Technical Knowledge and Experience:

- University Degree level qualification in Geographic Information Systems (GIS) or suitable equivalent
- Project Management training/qualification
- An understanding of at least one programming language
- Knowledge of business intelligence tools such as QlikView
- An understanding of data quality issues and quality assurance techniques
- Understanding of the principles of strategic asset management, planning and programming
- Familiarity with Object-Relational databases such as PostgreSQL
- Awareness and understanding of new technological developments and innovations in Highways Asset Management

The post holder is expected to be able to:

- Have a proven ability to analyse and interpret data, ensuring findings are presented in an accessible and effective way
- Have a good understanding of transport/highway asset management practices

Camden Way Five Ways of Working

In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

For further information on the Camden Way please select the attached [HERE](#)