

# ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

## Job Accountabilities

<b>Job Title:</b> Highway Management Officer	<b>Job number:</b> WM0590
<b>Directorate:</b> Place – Neighbourhood Services	<b>Service Area:</b> Highway Services

### JOB PURPOSE

#### Data Management

To maintain all highway asset data and ensure that Confirm and other systems are effectively utilised.

To provide network management support for the collection, storage and analysis of highway asset inventory and condition data, including highway structures.

To co-ordinate the interface between other Units and groups in respect of GIS/ Confirm systems in order to implement the requirements of the Highway Asset Management Plan (HAMP), and to ensure that Confirm, GIS and other systems and data (including METADATA) are managed and updated to support the delivery of the contract management function, performance measures and highway asset management.

Support in the development of highway programme, the HAMP and highway records/searches.

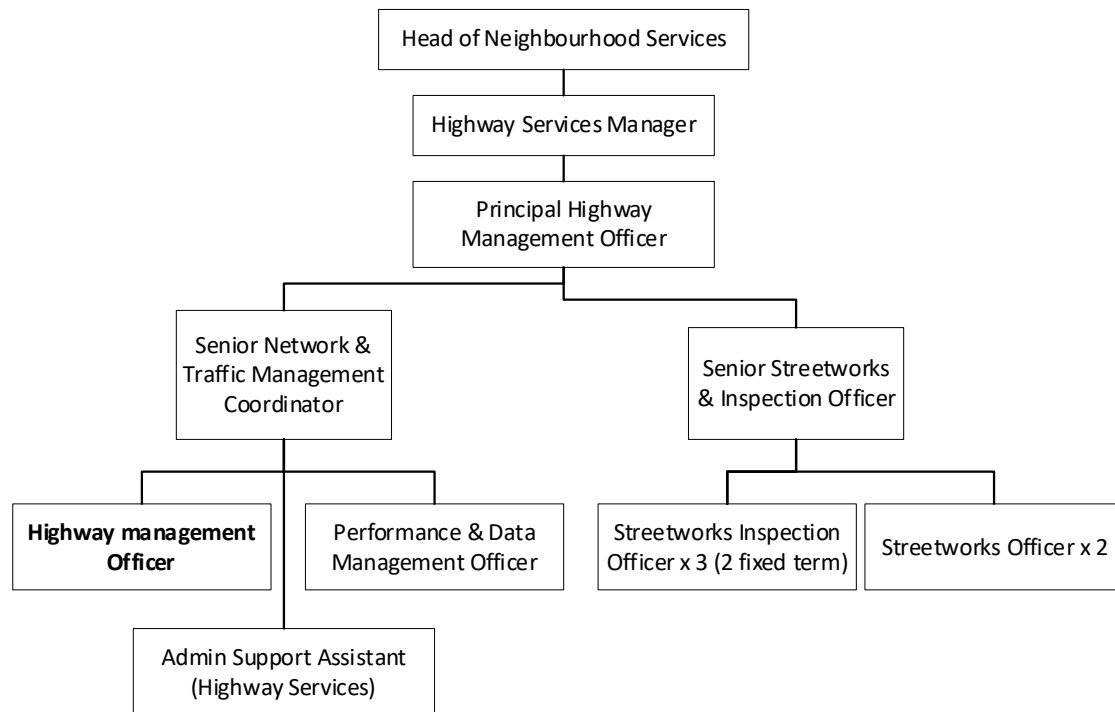
Be the the Local Street Gazetteer Custodian, manage and update date and ensure compliance with the current Central Government requirements and regulations.

To investigate and analyse cases relating to Land Encroachment using data available and work with other departments on relevant actions.

To collaborate and coordinate with Permit Team on Street Manager data and ensuring all information is checked regularly and updated when required.

To assist with transformation of Licence Applications to an online system.

## POSITION WITHIN SERVICE STRUCTURE



## JOB ACCOUNTABILITIES

- To efficiently manage and maintain Local Street Gazetteer
- To drive improvements in highways, create efficiency savings, and improve service outcomes for customers. Work to ensure that key customer satisfaction levels and resident surveys are improved with regards to Highways routine maintenance and improvements.
- Contribute to the preparation of reports and statistical information required for Asset Valuation in accordance with DfT requirements. Effective management of the highway asset inventory data will help support the Authority meet the Department for Transport (DfT).
- Provide direction to contractors and consultants for the management and collection of highway inventory/condition data and other data. Co-ordinate with other Council services to manage GIS layers/Confirm systems for key assets in line with asset management requirements.
- Initiate, develop and maintain long-term relationships with external service providers and effectively manage contracts to ensure delivery of a portfolio of highways and transport services, projects and programmes against targets, utilising collaborative working practices, efficient resource deployment and continuous service improvement to deliver improved outcomes for customers.
- Promote and develop effective partnership working with other services in the Council and other agencies to ensure efficient delivery of highway and transport services.
- Initiate, develop and maintain long-term relationships with external service providers to ensure the management and collection, storage and analysis of condition data on UKPMS and the subsequent processing of Best Value Performance Indicator results. Promote and develop effective partnership working with other services in the Council and other agencies to ensure efficient delivery of highway and transport services.
- Assist on the development and delivery of Highway Asset Management and transport policy and strategies to maintain safety, structural and serviceability of the Highway Assets. Manage and co-ordinate the development and delivery of robust policies, strategies and long-term maintenance programmes to deliver optimised Highway Asset Management.
- This post will provide support in the management and analysis of condition data on UKPMS that will facilitate the development of provisional work programmes for the

Capital Programme and support asset management.

- Deliver agreed small-scale projects, agreed by the Highways Services Manager
- Assist with the development and delivery of permitting scheme and licensing compliance activities to ensure the safe and efficient operation of the highway network and to support regeneration and development in the borough.
- To investigate and analyse cases relating to Land Encroachment using data available and work with other departments on relevant actions

Person specification

Key Criteria	Essential	Desirable	How assessed
<p>Qualifications and training</p>	<p>GCSE's Maths, English, Science and Computer Skills + 2 A Levels. Or NVQ Level 3 /ONC in relevant subject or equivalent experience</p>	<p>Geoplece and Confirm knowledge</p>	<p>Application</p>
<p>Job Competence summary (knowledge, skills, abilities, experience)</p>	<p>Local Street Gazetteer experience</p> <p>Knowledge of the use of Confirm or other asset management software, GIS or similar mapping software.</p> <p>Some experience of delivering Permit scheme compliance, highway asset protection, New Roads and Street Works Act, Highways Act</p> <p>Technical understanding and knowledge of Highway Law, Health and safety regulations and codes of good practice, CDM, etc.</p> <p>The ability to work with minimal supervision in a busy office environment whilst prioritising and organising a varying workload.</p> <p>Ability to communicate effectively in both written and verbal form with all levels of people including angry/dissatisfied customers.</p> <p>Computer Literate with knowledge of Highways Act and Asset Management systems</p>	<p>Knowledge of Highway Asset Management good practice</p> <p>Knowledge of BD5489 and EN13201, 2002 traffic signs regulations, NRSWA and Health &amp; Safety.</p> <p>Experience of operating highway management computer software.</p>	<p>Application/ interview/ assessment</p> <p>Application/ interview</p> <p>Application/ interview/ assessment</p> <p>Application/ interview/ assessment</p> <p>Application/ interview</p> <p>Application/ interview/ assessment</p> <p>Interview</p>

	<p>Good problem solving and innovative attitude.</p> <p>The new service model of the council requires changes in our workforce skill set. A stronger focus on leaders being/having:</p> <p>Relationship builders – with all parties, demonstrating understanding</p> <p>Generic skills as well as technical expertise – generic soft skills: communication, organised, quick learner.</p> <p>Knowledge of publicness with an understanding of commerciality – contract management</p> <p>Ability to influence/negotiate culture – fluid and supportive rather than silo-ed and controlling.</p> <p>Collaborative approach to management</p> <p>Reflective, constantly learning and evolving.</p>		
Other requirements (e.g., unsocial hours working, driving licence, fit to drive Council vehicle etc)	Current driving licence		Application/ interview
This post has been identified as customer facing in accordance with Part 7 of the Immigration Act 2016 and therefore the council's English language fluency standard applies.	ability to converse at ease with the public, answer questions and provide advice, including the use of specialist terminology relevant to the job role/profession and where necessary for an extended period of time.		The competent answering of interview questions in English.