

Job Description

Job Title: Asset Systems Engineer

Grade: P2

Overall purpose of the job

The Asset Systems Engineer leads the asset systems function within the Asset Strategy & Systems Team. This role is pivotal in enabling a data-driven approach to highway asset management, supporting strategic decision-making, system development, and technical analysis across the service.

The role has distinct functions as follows:

Asset Systems

- Oversee the maintenance, use, and procurement of asset management systems across the service.
- Ensure systems support effective data collection, analysis, and reporting.
- Support data-led investment strategies and policies aligned with asset management principles and best practice.
- Lead the development and procurement of asset management systems and processes.

Data Analysis & Technical Support

- Act as the primary technical contact for asset systems within the directorate.
- Provide expert advice on system use and data application to support service improvements.

Key Responsibilities

- Provide technical support to officers undertaking routine asset management activities.
- Maintain and optimise the asset management system to ensure reliability and usability.
- Matrix manage team members, including oversight of the Asset Systems Officer's daily workload.
- Offer strategic guidance to the team and wider service on system use and data-led asset management.
- Monitor performance against KPIs and dashboards, identifying trends and areas for improvement.
- Lead training and development initiatives related to asset systems, ensuring staff understand system functionality and its role in effective asset management.
- Collaborate across the Place & Sustainability service to ensure consistent and integrated use of asset systems.
- Promote and educate internal and external stakeholders—including elected members—on asset systems and data insights.
- Ensure County Councillors are kept informed about asset data and condition within their divisions.

Skills & Experience

- Strong technical expertise in asset management systems and data analysis.

- Experience in system development, procurement, and maintenance.
- Ability to interpret and communicate complex data to a range of stakeholders.
- Proven ability to lead and manage workloads in a matrix team environment.
- Excellent communication and collaboration skills.

Main accountabilities

	Main accountabilities
1.	<u>Operational Systems Delivery</u> Manage a suite of asset systems to meet the needs of the service. Identifying how these can be utilised efficiently and effectively in the most data friendly way possible. Collect, analyse and provide data relevant to highway assets as needed to enable others to review condition, prioritise and undertake maintenance works. Ensure KPIs are tracked and reported on time, and if not, identifying actions to improve performance.
2.	<u>Procurement & Project Management</u> The Asset Systems Engineer is responsible for leading the drafting of tender documents for procurement of asset systems and associated work. The scope will need to be drafted in partnership with others within the service and once agreed, needs to be project managed through to completion. While this role is also the responsibility of the wider area team post holders, the Asset Systems Engineer has overall responsibility for ensuring scope of works and the subsequent project management is to the necessary standard. This will include a training and spot-checking regime. This ownership will continue through the whole system lifecycle.
3.	<u>Contract management</u> Administer the contract with our service provider(s) on a day-to-day basis. This administration will include overseeing the operational contract management process to effectively manage contracts which includes contract administration, collaboration, and communication with service providers, managing project risks, and overseeing issue resolution.
4.	<u>Continuous improvement & quality assurance</u> Stay up to date on industry knowledge relating to changes in legislation, new data collection methods and system advances. Investigate these developments and amend internal practices accordingly to ensure asset management activities are carried out efficiently, sustainably, and robustly.

	Disseminate this knowledge to the wider team (including our contractor partners), which may on occasion require training courses to be arranged. Ensure asset management system activities are undertaken to a robust and consistent quality. Seek opportunity to apply new knowledge to achieve innovative solutions. Lead trials of new products, methods or materials and monitor performance over time. Ensure risks associated with any changes in the County's standard ways of working are suitably mitigated.
5.	<u>Financial management</u> Ensure finances are effectively managed and allocate budget based upon County policy and risk to the public. Ensure the service achieves good value for money. Explore opportunities for external funding to support the service outcomes.
6.	<u>Partnership working & customer engagement.</u> Develop and maintain effective relationships with elected members, other officers, key stakeholders, and customers. Support elected members, Town and Parish Councils including providing briefings, reports, and feedback to enquiries. Develop and continuously improve customer engagement and ensure relationship management with key partners (e.g. Parish Councils, Local Members, District Councils, DEFRA, Environment Agency, Local Enterprise Partnership, CPCA, Other LAs, Community Groups) is emphasised within the team.
7.	<u>Asset Data & Quality Management</u> Ensure that the authority has robust asset data management processes in place which are aligned with national guidance and best practise and that these are regularly reviewed and updated. Lead on the implementation of an asset data management approach across highways which is predicated on sound investment strategies, asset data and policies aligned to national guidance and local strategic frameworks. Ensure the data collected and retained is fit for purpose and conforms with the organisations corporate and directorate data strategies.
8.	<u>Health & Safety</u> Ensure that health and safety best practices and instilled into every team members way of working through a digital by default approach in the asset systems being managed.

	Continuously monitor and evaluate processes and protocols to ensure the safety of officers working in the highway is maintained.
9.	<u>Asset Systems</u> Ensure that our asset systems are aligned to organisational needs, being utilised, maintained and appropriate whilst representing best value for money. Promote a data first approach to asset management activities to enable objective decision making throughout highway maintenance.
10.	<u>Leadership</u> Adopt and promote a “one team” approach and cross-team working to ensure a holistic approach to highway maintenance, to provide team resilience and enhance team capability.
11.	Demonstrate an awareness and understanding of equality, diversity, and inclusion.
12.	Ability to contribute to our organisational commitment to becoming a Net Zero organisation by 2030.

Person Specification

Qualifications, knowledge, skills, and experience

Minimum level of qualifications required for this job.

Qualifications Required	Subject	Essential/ Desirable
Degree in a relevant discipline or equivalent experience.	Civil Engineering, Construction, Highway Engineering, or IT / Digital Field.	Essential
A relevant professional membership e.g., ICE, IHE, CIHT		Desirable

Minimum levels of knowledge, skills and experience required for this job.

Identify	Describe	Essential/ Desirable
Knowledge		
Highways Asset Management	Thorough knowledge of highway asset management techniques, construction, and maintenance. Thorough knowledge of asset management systems, including how they are applied to best effect.	Essential

	This knowledge needs to be informed by industry best practice, national standards, and design guides.	
Legislation	Knowledge of Health & Safety legislation (namely the Construction Design and Management Regulations), and relevant highway legislation (e.g., Highways Act 1980, New Roads & Street Works Act 1991, Road Traffic Act 1988). Knowledge of UK GDPR, Data Protection Act 2018 and DUAA Act 2025.	Essential
Health & Safety	Knowledge of health & safety legislation and best practice and ability to apply the knowledge to their own work and that of the wider team around them.	Essential
Contracts & procurement	Working knowledge of common highway contracts and procurement mechanisms e.g., NEC 4	Desirable
Local Government	An understanding of the complexities of local government and the matters affecting it.	Desirable
Skills		
Programme management	Ability to develop objectives and monitor performance to ensure goals are met or exceeded. Experience of developing focused strategies and prioritising actions, leading to change and performance improvements A proven ability to develop partnerships with other agencies or service providers as a means of ensuring service objectives are met.	Essential

Leadership	Ability to get stakeholders (including employees) to buy in to new, and sometimes unpopular, ideas. Ability to shape and influence local, regional, and national policies. Ability to lead, motivate and develop employees in a way that builds individual and team capacity to deliver quality services and continuous improvement.	Essential
Communication	Excellent set of interpersonal and communications skills. Ability to negotiate to build collaborative solutions that recognise the diverse needs of our communities.	Essential
Problem solving	Ability to investigate issues, identify and implement solution.	Essential
IT	Comprehensive knowledge of and ability to use IT applications including Microsoft Word, Excel, Team, and email. Comprehensive knowledge of how to get the most out of asset data systems and processes. Knowledge of writing codes, (using Python or similar), with the ability to develop automated prioritisation processes using asset condition data.	Essential
Experience		
Finance & resource management.	Proven experience of financial and resource planning and the ability to deliver efficiency savings through cost effective service delivery. Solid commercial appreciation of how service delivery contracts demand strong management and leadership alongside a realistic understanding that problems can emerge, and	Essential

	judgement will be required to overcome problems.	
Highway & construction	Extensive experience working in the highway or construction sectors.	Essential
Asset Management	Experience working in similar asset management roles in the highways sector.	Desirable
Communication	Experience of delivering presentations to a wide range of audiences. Writing briefings, reports, and papers.	Desirable
Project Management	Proven experience in the delivery of projects in line with agreed milestones, budgets, and expectations.	Desirable
Other		
Equality, Diversity, and Inclusion	Ability to demonstrate awareness and understanding of equality, diversity, and inclusion and how this applies to this role.	Essential
Net Zero	Ability to contribute towards our commitment of becoming a net zero organisation.	Essential
Flexibility	Have the ability to visit offices and sites, when necessary, where public transport is limited. Have the ability to visit and inspect sites which may have difficult access.	Essential

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	~~Fixed~~	Hybrid	Field	Remote	Mobile
--	------------------	---------------	-------	--------	--------