

# Job Description

Job Title: Asset Systems Officer

POSCODE: TBC

Grade: GR5

## Overall purpose of the job

The Asset Systems Officer supports the operation and management of asset data systems to ensure Cambridgeshire's highway network is maintained to a safe and effective standard. This role contributes to a data-led approach to asset management, aligned with best practice and community needs.

By implementing a systems-based approach aligned with the County's data strategy, the Asset Systems Officer plays a key role in the effective management of highway assets including footways, cycle routes, and carriageways.

## Key Responsibilities

- Assist in the operation, maintenance, and development of highway asset data systems.
- Support the delivery of a data-led approach to highway asset management.
- Work collaboratively with teams across the service to ensure consistent use of asset systems.
- Engage with local communities to ensure highway maintenance aligns with local aspirations and needs.
- Keep communities and customers informed about planned and ongoing works.
- Contribute to high levels of internal and external customer satisfaction through clear communication and reliable data support.

## Main accountabilities

	<b>Main accountabilities</b>
1.	<p><u>Operational Systems Delivery</u></p> <p>Assist in the maintenance and operation of 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.</p> <p>Collect and provide data relevant to highway assets as needed to enable others to review condition, prioritise and undertake maintenance works.</p> <p>Report on Key Performance Indicators.</p>
2.	<p><u>Partnership working &amp; Troubleshooting.</u></p> <p>Develop and maintain effective relationships with other teams across the service and in other areas of the authority.</p> <p>Support customers in the use of data systems and provide advice to issues encountered.</p>

	<p>Respond to reported system faults, conduct investigations and resolve.</p> <p>Interrogate and analyse asset data to enable objective data led decision making.</p>
3.	<p><u>Procurement &amp; Project Management</u></p> <p>The Asset Systems Officer will assist managers in drafting of tender documents for procurement of asset systems and associated work.</p> <p>The scope will need to be developed in partnership with others within the service.</p> <p>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.</p> <p>This ownership will continue through the whole system lifecycle.</p>
4.	<p><u>Asset Data &amp; Quality Management</u></p> <p>Follow set processes around robust asset data management processes and that these are regularly reviewed and updated.</p> <p>Assist 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.</p> <p>Manage data collected and check what is retained is fit for purpose and conforms with the relevant data strategies.</p>
5.	<p><u>Asset Systems</u></p> <p>Ensure that our asset systems meet to organisational needs, being utilised, maintained and appropriate whilst representing best value for money.</p> <p>Promote a data first approach to asset management activities to enable objective decision making throughout highway maintenance.</p>
6.	<p><u>Leadership</u></p> <p>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.</p>
7.	Demonstrate an awareness and understanding of equality, diversity and inclusion.
8.	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
A Levels/NVQ Level 3 or equivalent	Any	Essential
HNC or equivalent	Civil Engineering, Highways or Construction, IT or Digital Systems	Essential

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

Identify	Describe	Essential/ Desirable
<b>Knowledge</b>		
Highway guidance & standard	Knowledge of highway asset management, design, construction, maintenance and drainage.	Essential
Local government	Knowledge of the structures, pressures and priorities of local government.	Desirable
Legislation	Awareness of relevant highway legislation (e.g., Highways Act 1980, New Roads & Street Works Act 1991, Road Traffic Act 1988).	Desirable
Sustainability	Knowledge of sustainable practices including materials, drainage, vegetation and biodiversity.	Desirable
<b>Skills</b>		
Communication & organisation	Excellent set of interpersonal and communications skills.	Essential
Problem solving	Ability to investigate issues and identify solutions.	Essential

IT	Comprehensive knowledge of and ability to use IT applications including Microsoft Word, Excel, Team and email.	Essential
<b>Experience</b>		
Digital Systems	Experience in the operation and management of asset data systems.	Essential
Autonomous working	Experience working autonomously to meet set goals and outcomes.	Desirable
Construction	Experience working in highway or construction sectors.	Desirable
Customer focus	Prior experience working with a diverse group of stakeholders or customers, particular with groups who have competing priorities and agendas.	Desirable
Customer engagement	Demonstrable experience with community engagement.	Desirable
<b>Other</b>		
Equality, Diversity and Inclusion (applies to all roles).	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	Essential
Net Zero (applies to all roles).	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.  Ability to occasionally work outside of standard office hours.	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)	<input type="checkbox"/> Fixed	<input checked="" type="checkbox"/> Hybrid	<input type="checkbox"/> Field	<input type="checkbox"/> Remote	<input type="checkbox"/> Mobile
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