

Job Description

Job Title: Asset Officer

POSCODE: TBC

Grade: S01

Overall purpose of the job

The Asset Officer supports and manages asset management activities to ensure Cambridgeshire's highway network is maintained to a safe and effective standard.

This role contributes to the delivery of preventative maintenance schemes, helping to ensure the network meets the needs of local communities.

By applying asset management principles and delivering targeted maintenance schemes, the Asset Officer plays a key role in the sustainable management of highway assets including footways, cycle routes, and carriageways.

Key Responsibilities

- Oversee and support the implementation of preventative and cyclical maintenance schemes.
- Contribute to the effective management of highway assets in line with asset management principles and best practice.
- Work collaboratively with internal teams and external stakeholders to ensure maintenance activities reflect local needs and priorities.
- Engage with local communities to ensure the highway network is maintained to a standard that aligns with community aspirations.
- Keep customers and stakeholders informed of planned and ongoing works to support high levels of satisfaction.
- Assist in the collection and use of asset data to inform decision-making and continuous improvement.

Skills & Experience

- Understanding of highway asset management and maintenance practices.
- Ability to work collaboratively across teams and with local communities.
- Strong communication and customer service skills.
- Experience in supporting maintenance schemes and using asset data.

Main accountabilities

Main accountabilities	
1.	<p><u>Highway Inspection</u></p> <p>Inspect the highway network on a routine basis for the purpose of identifying faults in need of repair for informing planned and cyclical maintenance activities.</p> <p>Document findings, observations, and actions in a structured and consistent manner.</p> <p>Ensure that the County Council's fulfils its statutory duties to safely maintain and deliver work on the highway network.</p>

2.	<p><u>Investigation</u></p> <p>Respond to reported faults to conduct site investigations or conduct investigations in preparation for cyclical maintenance activities.</p> <p>This will be undertaken in isolation or with assistance from our contractors when intrusive investigation is needed.</p> <p>Such investigations must be undertaken safely and will include on-site observations, carrying out measurements, fact finding with local residents and communities and on occasion, intrusive investigation (e.g., ground penetrating radar, CCTV drainage surveys, trail holes, road cores).</p>
3.	<p><u>Asset management</u></p> <p>Ensure that asset management principles are applied when prioritising and identifying preventative works for cyclical programmes.</p> <p>This may include reviewing and referring to asset condition data, liaising with other teams within Place & Sustainability and utilising capital prioritisation processes to determine agreed outcomes.</p> <p>Local communities, relevant agencies and the Council's Communications team will need to be kept informed of progress updates by the post-holder throughout.</p>
4.	<p><u>Ordering & managing of works</u></p> <p>In partnership with our contractors, place orders for highway maintenance works.</p> <p>Placing of orders includes scoping of the works, establishing costs from activity schedules, consideration for traffic management and negotiation with our contractor.</p> <p>Once works are ordered their progress will need to be reviewed through to completion.</p>
5.	<p><u>Programming & planning</u></p> <p>In collaboration with other teams, plan and coordinate work to minimise disruption on the highway network.</p> <p>In doing so, ensure urgent works is prioritised and that the County Council delivers on policy commitments.</p> <p>This will include delivering maintenance work across cyclical activities as well as looking ahead to future years, and capitalising on project delivery to carry out reactive repairs when agreed with highway maintenance colleagues, to ensure best value for money is achieved.</p>
6.	<p><u>Community engagement</u></p>

	<p>Work in partnership with local communities, including Parish and Town Councils, to identify local needs and priorities.</p> <p>Utilise their local knowledge when planning works and keep them informed of relevant developments.</p> <p>Liaise with local campaign groups on an ad-hoc basis to ensure they are informed of major works being undertaken in their areas of interest.</p> <p>When funding is being allocated and policies and standard processes are being updated, engage campaign groups to understand their priorities and aspirations.</p> <p>This will involve some occasional working outside of normal office hours.</p>
7.	<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>
8.	Demonstrate an awareness and understanding of equality, diversity and inclusion.
9.	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
HND or equivalent	Civil Engineering, Highways or Construction	Essential
NRSWA Streetworks supervisor training course		Desirable

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

Identify	Describe	Essential/ Desirable
Knowledge		
Local government	In depth knowledge of the structures, pressures and priorities of local government.	Essential

Highway guidance & standard	Knowledge of highway design, construction, maintenance and drainage.	Essential
Legislation	Awareness of relevant highway legislation (e.g., Highways Act 1980, New Roads & Street Works Act 1991, Road Traffic Act 1988).	Essential
Sustainability	Knowledge of sustainable practices including materials, drainage, vegetation and bio-diversity.	Desirable
Skills		
Communication & organisation	Excellent set of interpersonal and communications skills. Ability to prioritise competing demands in an organised and structured manner.	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.	Essential
Experience		
Construction	Experience working in highway or construction sectors.	Essential
Autonomous working	Experience working autonomously to meet set goals and outcomes.	Essential
Customer focus	Prior experience working with a diverse group of stakeholders or customers, particular with groups who	Desirable

	have competing priorities and agendas.	
Customer engagement	Demonstrable experience with community engagement.	Desirable
Other		
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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