JOB DESCRIPTION	
Job Title:	Asset Protection Officer
Directorate:	Place and Sustainability
Service:	Asset Management
Reports to:	Highways Record Manager
Grade:	SO2
Hours:	37
POSCODE	CCC2644

Overall purpose of the job

Please write one or two sentences about why the job exists. Focus on the achievement of the key end results of the job.

Co-ordinate the asset management interface with, and contributions to, projects promoted by external bodies, including Nationally Significant Infrastructure Projects (NSIPs).

Ensure that the asset management service is suitably compensated for its contribution the third party projects, including NSIPs.

Work in close collaboration with Consents Team within Strategic Transport ensuring timely and full responses to legislative requirements, public enquiries.

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

PRINCIPAL ACCOUNTABILITIES	
1	**Partnership Working** Be the lead for Highways Asset Management and Maintenance in relationships with key partners, such as Department for Transport, National Highways, Network Rail, the Combined Authority and others as required, when the authority is engaged and responding to projects promoted by partners and the interface with the asset management service. Work closely and as part of the wider Highways and Transportation teams on NSIP, TWA and similar third party projects.
3	**Financial and Risk Management** Ensure that the asset management service is appropriately compensated and reimbursed for its contribution to NSIPs and third party projects.

	PRINCIPAL ACCOUNTABILITIES
	Minimise the risks to the authority associated with NSIPs, with particular reference to highway records, effects upon the existing highway network and assets that the Authority might acquire further to the completion of NSIPs.
4	**Communication and Customer Focus** Ensure that NSIPS and other third party projects reflect the views of our communities and members wherever possible. Ensure that members and customers are appropriately engaged in formulating responses to third parties regarding NSIPs and other schemes.
5	**Project Management** Project manage the interface of the asset management service with NSIPS and other third party schemes, optimising the use of available resources. Maximise income to the Authority and asset management service in recompense for contributions to externally promoted projects.
6	**Leadership and Management** Support asset management staff in contributing to NSIPS, co-ordinating available resources, in liaison with managers.
7	**Service Planning and Development** Working with colleagues and the Highway Assets Group Manager, identify future pressures and requirements of the asset management service, with particular reference to NSIPS and third party schemes. Contribute to the development of business cases and other strategies to address and ameliorate pressures upon the service.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
HNC or equivalent in a relevant discipline, or extensive relevant experience	Area relevant to highway records, asset management and/or business management. e.g. Geography, history, law, business management. Others will be considered	Essential
Relevant Professional Membership	For example, chartered or incorporated engineer, chartered surveyor	Desirable

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

Identify	Describe	Essential/ Desirable
Knowledge		
Knowledge of legislation relevant to NSIPS and major infrastructure projects.	Knowledge of relevant planning and highways legislation.	Essential
Knowledge of highway records and rights of way records	Knowledge of highways records and Definitive Map and Statement	Essential
Knowledge of Information Governance	Working knowledge of information governance, including FOI and EIR.	Essential
Knowledge of local government	Knowledge of local government structures, procedures and financial practices.	Desirable
Skills		
Change Management	Ability to think insightfully and innovatively, based on an underlying understanding of key principles to provide innovative and beneficial solutions.	Essential
Partnership Working	The ability to manage the needs and priorities of a diverse range of stakeholders. Ability to work with partners to derive acceptable solutions to complex issues, often involving competing priorities.	Essential Essential

Leadership and Management	Ability to co-ordinate staff at differing levels and from different disciplines to ensure that the authority's interests are protected.	Essential
Project Management	Ability to manage complex projects, drawing on skills from multiple disciplines, often involving differing partners and stakeholders.	Essential
Communication Skills	Excellent verbal and written communications skills.	Essential
IT	Excellent IT skills.	Essential
Political Awareness	Awareness of the political implications and sensitivities of issues that might arise and decisions taken.	Essential
Equality, Diversity and Inclusion	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	Essential
Experience		
Project Management	Experience of managing complex projects, preferably in a relevant area.	Desirable
People Management and Leadership	Experience of co-ordinating staff and resources to achieve project objectives.	Essential
Report Writing	Demonstrable experience of report writing to ensure the content is accessible to a variety of audiences.	Essential
Presentations and Representation	Experience of making presentations to technical and non-technical audiences and/or giving evidence to appropriate enquiries, committees or similar bodies.	Essential

Disclosure level

What disclosure level is required for this post?	None	

Work type

What work type does this role fit into?		**Hybrid**		