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This job description is what you will aspire to whilst completing your apprenticeship

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| **Job details** | |
| **Job title** | Asset Data Technician |
| **Job Reference** | 17041 |
| **Grade and Salary** | 4  This role includes performance related pay progression |
| **Service and Team** | Growth, Highways and Infrastructure – Asset Data Team |
| **Location** | Phoenix House, 3 Goddard Road, Ipswich, IP1 5NP – Hybrid |
| **Hours per week** | 37 |
| **Status** | **Fixed term or Secondment for up to 25 months** |
| This role may offer the following flexible working options | * *Working part time hours (eg different hours/days to those advertised)* * *Job sharing* * *Working compressed hours (eg a nine-day fortnight)* * *Term time working (including partial term-time working)* * *Use of flexitime / time off in lieu* * *Hybrid working options, including some home working* * *Working from different Council buildings* * *Working adjusted core hours (eg starting later and finishing later or other patterns)* |

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| **About us** |

As a modern and effective council, we understand the importance of being flexible and well-connected in the ways we work. We focus our ambitions on doing what’s right for people, our partners and our communities - both now and for the future.

That’s why, as one of the largest employers in Suffolk, we believe in empowering everyone. Through career variety and collaborative working, accessible career paths and professional development.

The support and care we offer encourages and enables you to be the best you can be. To make a meaningful impact on the world around you. To achieve a unique sense of pride in what you do, why you do it and where. **Reimagine the possibilities.**

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| **Main purpose of the job** |

To support the management of the highway network in relation to a range of functions:

* asset data collection and analysis
* management of variety of data sets
* evaluation, implementation and operation of information management systems.

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| **Suffolk Highways** |

Suffolk Highways is a collaboration between Suffolk County Council and private sector service provider(s) to meet the primary objective of maintaining roads and delivering new highway infrastructure in Suffolk.

Personnel from all organisations work as part of an alliance that aspires to be as effective, efficient, respected as possible and at the forefront of highway maintenance and improvement service delivery.

All personnel in Suffolk Highways shall work to a shared set of values and behaviours.

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| **The expected values and behaviours of all Suffolk Highways’ employees** |

* We work together to achieve the best that we can and support one another in our work as one team.
* We look ahead so that we may better inspire each other to continually improve and take pride in what we do and the service that we provide to our customers.
* We make things happen by empowering, encouraging, and motivating our colleagues and by showing respect to all people that we work with and for.
* We collaborate and work as one team to provide the best possible highways service for Suffolk.
* We take responsibility and do what we say we will do efficiently and effectively.
* We act in a professional manner and demonstrate integrity as we strive to resolve problems and achieve positive outcomes.
* We are here for and will communicate clearly with our customers and be considerate to their needs and aspirations.
* We model our values in everything that we do.

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| **General role expectations** |

* Manage yourself and any personnel for which you may on occasion lead by taking responsibility for your own and their personnel development, motivation, performance, behaviour, health, safety and general wellbeing through the application of appropriate policies, procedures and management techniques.
* Plan and be creative in the use of resources through meaningful application of technology, systems thinking, smarter ways of working, time management and project management tools and techniques.
* Think critically and analytically to provide clarity of vision to others, make decisions and recommendations based on sound rationale, and influence the development and implementation of strategies for positive change.
* Be an effective ambassador for Suffolk Highways and deliver meaningful, convincing and motivational communications internally and externally to Suffolk Highways to a wide range of audiences.
* Work collaboratively with others to build relationships and a network of contacts that will deliver the best outcomes for people and places in Suffolk, whilst accounting for and responding to customer satisfaction and future needs.
* Respond to increasing financial pressure by being creative, innovative and cost-focused, exercising strong financial judgement and risk management to secure optimum efficiency savings, cost reductions and profitability without sacrificing service quality.

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| **What you’ll be expected to personally deliver** |

Each post within the structure will be involved in a range of the activities below, depending on the nature of the specific role and current priorities, reporting to the Asset Data Support Manager.

The post will not necessarily be involved in all activities at the same time, but it is expected that job-holders will develop skills in all technical areas to ensure that there is flexibility to support all activities within a reasonable period.

**Gazetteer**

* Management of the Local Street Gazetteer (LSG) data set for Suffolk, associating the LSG data with the SCC’s network referencing system;
* Work with Suffolk’s district / borough councils to reconcile differences to their Local Property Gazetteer (LPG);
* Undertake the monthly upload of information to the national data hub and resolving discrepancies and liaising with Geoplace;
* Actively contribute to the development of the Suffolk Gazetteer;
* Correcting data and network errors as captured and identified by pavement condition assessment surveys and other data users;

**Asset Data Management**

* Supporting the development of Insight, including, as part of project teams, the introduction of new modules and assets;
* Support relevant asset managers in developing and maintaining an asset condition led approach to highway infrastructure management, ensuring that asset data is fully utilised for scheme identification and recording;
* Research and provide management information from Insight, developing and running ad-hoc reports as required;
* Monitor data quality and carry out routine tasks to ensure the quality of data including identifying specific user training to correct recurring data issues;
* Assist in the development and delivery of training packages for a range of audiences;
* Develop and manage the programme of assets to be added into Insight, agreeing priorities and timescales with the relevant asset managers and Head of Infrastructure Management.

**Supervision**

* Supervisory responsibility for three data analysts, including setting objectives, contributing to selection and training of new staff and managing performance where appropriate;
* Act as buddy for technical trainee / apprentice as required;
* Lead the asset data collection and management function, managing daily workloads and setting priorities for others involved in that function.

**Team Activities**

* Continuous improvement in the delivery of activities within the team;
* Contribute in team meetings;
* Organise / provide training for others.

Although this list provides examples of what you will be doing it’s not intended to be exhaustive, and you will have personal objectives linked to our People Plans and Strategies that will be discussed and agreed with your line manager when you start.

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| **Person Profile – what you will bring to the team** |

**Qualifications and professional memberships**

1. Educated to NVQ 3 in civil engineering, computer studies or other related discipline or equivalent levels of experience

**Values and personal qualities**

1. Demonstrates a passion for making a positive difference for Suffolk.
2. Shares our [WE ASPIRE](https://www.suffolk.gov.uk/jobs-and-careers/working-for-suffolk-county-council/our-weaspire-values/) Values and strives to lead by example in relation to these.
3. A strong commitment to fairness and Equality, Diversity and Inclusion (EDI).
4. Strives to continuously improve in everything they do, taking the initiative to learn and develop.
5. Brings creativity into their work through innovation and openness to change.
6. Collaborates well with others and offers assistance and support to colleagues.

**Specialist knowledge skills and experience**

1. Has a sound knowledge of Geographic Information Systems and experience in the use of MapInfo;
2. Demonstrates good understanding and experience of database systems;
3. Demonstrates good understanding of National Street Gazetteer data set;
4. Experience of working with Geographic Information Systems and Gazetteer information, either local or national;
5. Demonstrates good understanding and experience of data manipulation techniques;
6. Accurate map reading and interpretation skills, use of Microsoft Office applications to solve numerical problems and present results;
7. Ability to prioritise and organise own medium-term work load in accordance with agreed objectives;
8. Manage a programme of work / other staff, allocating work to meet changing priorities and deadlines;
9. Experience of supervision including developing training plans and the recruitment and selection of staff.
10. Experience of the processing and presenting data to meet the needs of the customer;
11. Knowledge of relevant legislative context, procedures and practices relating to the activities of the team;
12. Knowledge of highways maintenance planning and management systems;
13. Knowledge of pavement assessment techniques;
14. Knowledge of specialist report writing packages;
15. Knowledge of highways maintenance procedures and asset management policies

**Additional requirements**

1. Ability to communicate clearly, both verbally and in writing to a range of audiences, including training others;
2. Ensures all work is carried out and documented in accordance with required standards, methods and procedures;
3. Ability to present information in plain English;
4. Ability to travel to remote offices and occasional site visits where full PPE will be required;

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| **Travel requirements** |

* **Frequent Travel Essential** - You will need to travel, so you must either hold a full, current driving licence and have access to personal transport or meet the mobility requirements of the role through other reasonable and suitable means.

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| **Our values – WE ASPIRE** |



At Suffolk County Council our WE ASPIRE values set out the behaviours we expect from everyone in the organisation regardless of who they are, what their role or grade is or where they work.

The values have been developed through feedback and input from employees at the council and underpin how we go about our everyday work. They define us and help us to be the best we can be.

Visit our [**careers pages**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) for more information on our WE ASPIRE values.

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| **Our Customer Commitment** |

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In addition to our WE ASPIRE values, we also have a **Customer Commitment** which sets out a number of strong principles that help support high standards of customer service and care that we can all endeavour to consistently demonstrate.

For more information, view our [**Customer Commitment poster.**](https://sccrecruit.blob.core.windows.net/assets/SCC/Other-Docs/17.06.2020_%20CUSTOMER_COMMITMENT_POSTER.pdf)

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| **More information for recruitment applicants** |

We offer a fantastic working environment including diverse and active staff networks,

great flexible working options and many benefits, as well as the opportunity to improve the lives of Suffolk residents.

Visit the [**Suffolk County Council career website**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) to learn more, including information about adjustments to recruitment processes, our interview schemes and other commitments to equality, diversity and inclusion.