

Role Profile

Part A - Grade & Structure Information

Job Family Code	6RT	Role Title	Asset Survey Assistant
Grade	PS6	Reports to (role title)	Asset Survey Team Leader
		Directorate	Environment, Transport & Infrastructure
JE Band	192-227	Service	Network and Asset Management Group
		Team	NA Asset Survey
		Date Role Profile was created	Feb-22

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>To undertake all surveys relating to the condition and performance of the highway network, with and under the Asset Survey Team Leader.</p> <p>To assist with the implementation of all Team functions and activities so as to maintain consistent, high quality, efficient and effective survey services.</p> <p>To contribute to the delivery of all works, projects and programmes in the Asset Planning Team to support the aims and objectives of the Group and other contactors, ensuring all aspects of delivery are customer focused, accessible and cost effective.</p> <p>Completion of in-house and external training. This will incorporate a sound understanding of survey functions and reasons for undertaking them along with the ability to perform all surveys competently.</p> <p>To develop skills, competencies and relevant experience required to gain a professional qualification in civil engineering.</p>
Work Context	<p>The Highways and Transport Service is responsible for ensuring the effective management, maintenance and improvement of all highway and transport assets</p> <p>The role of the Network and Asset Management Group is to develop and deliver asset management and flood risk strategies, manage highway networks and set local policies.</p> <p>The group works jointly with a range of partner organisations to identify and deliver planned maintenance improvements and leads on several statutory duties including network management, highway safety inspections, and Structures General and Principal Inspections.</p> <p>Reporting to the Asset Survey Team Leader, the post holder occupies an essential role coring, surveying and inspecting various asset types to deliver quality condition data and inventory information in order to improve the decision making across the directorate.</p> <p>The role will involve assisting in the completion of the NRSWA annual coring program along with undertaking major maintenance coring for investigatory purposes.</p> <p>Contributing to the FNS (Footway Network Survey) along with assisting in any other survey functions as required.</p>
Line management responsibility if applicable	None
Budget responsibility if applicable	None

<p>Representative Accountabilities Typical accountabilities in roles at this level in this job family</p>	<p>Planning & Organising</p> <ul style="list-style-type: none"> • Support senior colleagues to deliver initiatives and projects as required. • Deliver a range of administrative and/or customer services in support of existing systems or processes to agreed standards, to maximise service quality and continuity. <p>Policy and Compliance</p> <ul style="list-style-type: none"> • Adhere to established standards of service delivery to support any associated regulatory or technical compliance requirements. <p>People & partnerships</p> <ul style="list-style-type: none"> • Receive and respond to everyday enquiries from colleagues and customers to provide a timely, courteous and effective service. • May be required to assist in the recruitment, selection and supervision processes to ensure high standards of team delivery. <p>Resources</p> <ul style="list-style-type: none"> • May be required to raise invoices and manage payments. <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Provide and manipulate data for statistical purposes and run and present standard reports. • Assist in undertaking research and analysis of information and prepare reports in prescribed formats. • Prepare and dispatch a range of correspondence/ documents to ensure efficient response to enquiries and timely conclusion of any process connected with the defined area of activity. <p>Duties for all Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p>
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> • Minimum 5 GCSEs at Grade C or above, or equivalent, or able to evidence ability at an equivalent level. • Willingness to undertake professional/vocational study where appropriate. • Basic understanding of the relevant area of work. • Good written and oral communication skills with the ability to build sound relationships with customers. • Good IT skills including database management systems, email and MS Office . • Ability to work with others to improve customer service. • Good administrative, analytical and organisational skills. • Able to prioritise and plan own workload in the context of conflicting priorities and work on own initiative. • A methodical approach to information gathering, recording and reporting. • Typically previous relevant work experience in an environment supporting staff and/or public.
<p>Details of the specific qualifications and/or experience if required for the role in line with the above description</p>	<ul style="list-style-type: none"> • Competent in a range of IT tools and ability to work with others to provide excellent customer service. In addition, post-holder has experience of working in a busy office environment providing support to staff and/or the public. • Able to prioritise and plan own workload in the context of conflicting priorities and have good numeric skill able to analyse relevant data and information. • The post holder must be willing and have the ability to work at night as the job requires. • An understanding of the range of relevant principles, practices and procedures relating to Pavement Survey and coring operations. • Basic understanding of NRSWA procedures and testing. • Experience in Materials and Pavement assessment and survey processes and systems, together with data processing techniques • A full valid driving licence is essential to travel around the County to meet the requirements of the role. • Willingness to undertake professional/vocational study where appropriate.

Role Summary	Roles at this level typically work as part of a team to provide technical support and assistance within a given discipline and assist senior colleagues with their duties. They will carry out a range of technical administrative support or practical tasks using knowledge of general office routines and procedures, together with a broad understanding of the specific work of the service area. The work is within established processes and procedures and while it may not be subject to direct supervision, guidance is readily available. They will be expected to organise their own workload and set their own priorities within short, e.g. day-to-day or week-to-week timescales, usually reacting to clear deadlines or processes. They support more senior staff by executing the detailed processes in specific aspects of the service area and will be fully versed in all the procedures of their specialism.
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Reference Number	BM-2022-186
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