

# Role Profile

## Part A - Grade & Structure Information

<b>Job Family Code</b>	<b>7RT</b>	<b>Role Title</b>	<b>Asset Survey Technician</b>
<b>Grade</b>	PS7	<b>Reports to (role title)</b>	<b>Asset Survey Team Leader</b>
		<b>Directorate</b>	<b>Environment, Transport &amp; Infrastructure</b>
<b>JE Band</b>	228-268	<b>Service</b>	<b>Network and Asset Management Group</b>
		<b>Team</b>	<b>NA Asset Survey</b>
		<b>Date Role Profile was created</b>	<b>Aug-18</b>

## 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.

<b>Role Purpose</b> including key outputs	<p>To carry out 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>
<b>Work Context</b>	<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 undertaking a program of NRSWA coring annually along with coring and reporting on around 20 major schemes and programmes of work annually.</p> <p>Undertaking SCRIM and infrastructure asset surveys as required for a range of internal and external clients. Carry out course visual inspection and footway network surveys on an annual basis.</p>
<b>Line management responsibility</b> if applicable	None
<b>Budget responsibility</b> if applicable	None
<b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family	<p><b>Planning &amp; Organising</b></p> <ul style="list-style-type: none"> <li>Plan and prioritise own work activities for the weeks ahead, to ensure operational efficiency.</li> <li>Respond effectively to changing demands, adjusting priorities as needed.</li> </ul> <p><b>Policy and Compliance</b></p> <ul style="list-style-type: none"> <li>Assist with work in a relevant technical or regulatory area in order that statutory and policy compliance is maintained.</li> </ul> <p><b>People &amp; partnerships</b></p> <ul style="list-style-type: none"> <li>Respond to and resolve enquiries and problems, judging when to pass on complex queries or involve others, to provide an effective service and clear advice to colleagues and customers.</li> <li>Guide and/or supervise junior staff in their duties to facilitate their development and ensure service quality standards are maintained.</li> <li>Communicate and liaise with service users and/or external contacts, representing the team/service as required.</li> </ul> <p><b>Resources</b></p> <ul style="list-style-type: none"> <li>May assist in the management of a small budget or recovery of income.</li> </ul>

	<p>Analysis, Reporting &amp; Documentation</p> <ul style="list-style-type: none"> <li>• Collate data, prepare reports/statistics to meet statutory/management information requirements.</li> <li>• Recommend improvements and support implementation to systems, processes and procedures, ensuring best practice is shared across the team.</li> <li>• Support, coordinate and undertake research into a variety of projects in the defined area of activity to support achievement of team's objectives.</li> </ul> <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety &amp; 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>
<b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• Educated to A level, HNC or equivalent, or able to evidence ability at an equivalent level, and/or relevant vocational qualification (level 3/4 QCF).</li> <li>• Knowledge of relevant technical area including, where appropriate, relevant practical skills.</li> <li>• For some roles a relevant degree may be required.</li> <li>• Good IT skills, including MS Office and database management systems.</li> <li>• Good written and oral communication skills with the ability to build sound relationships with customers and explain technical issues to non technical people.</li> <li>• Ability to prepare and present reports in a logical and digestible format.</li> <li>• High level administrative, analytical and organisational skills.</li> <li>• Able to prioritise and plan own workload in the context of conflicting priorities and work on own initiative.</li> <li>• A methodical approach to information gathering, recording and reporting.</li> <li>• Typically previous work experience in a relevant environment.</li> </ul>
<b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b>	<ul style="list-style-type: none"> <li>• Good knowledge of the range of relevant principles, practices and procedures relating to Pavement Survey and coring operations.</li> <li>• Knowledge of NRSWA procedures and testing.</li> <li>• Experience in Materials and Pavement assessment and survey processes and systems, together with data processing techniques</li> <li>• Experience in managing office and site activities and priorities, including the direction and delivery of works. A full valid driving licence is essential to travel around the County to meet the requirements of the role.</li> <li>• The post holder must be willing and have the ability to work at night as the job requires.</li> </ul>
<b>Role Summary</b>	<p>Roles at this level typically provide specialist support services. Many will possess technical rather than professional expertise in the main disciplines. There will be minimal day-to-day supervision, but clear guidance will be available. The roles will plan for the weeks ahead and prioritise to accommodate non standard work. They often require understanding of complex procedures and support systems, and the ability to allocate workload and react to changing priorities. Although most work will follow established patterns, initiative is needed to handle processes and resolve problems and queries based on experience and judgement, mainly without reference to others. These roles may work alone instead of as part of a team, or the system or process used may require more specialist knowledge or experience. Graduate trainees start at this level.</p>