

Role Profile

Part A - Grade & Structure Information

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| Job Family Code | 5RT | Role Title | Asset Survey Trainee |
| Grade | PS5 | Reports to (role title) | Asset Survey Team Leader |
| | | Directorate | Environment, Transport & Infrastructure |
| JE Band | 161-191 | 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.

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| Role Purpose including key outputs | <p>To develop skills 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 good understanding of survey functions and reasons for undertaking them.</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 |

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| Representative Accountabilities Typical accountabilities in roles at this level in this job family | <p>Planning & Organising</p> <ul style="list-style-type: none"> • Contribute to scheme and project development by providing basic project support and effective organisation of meetings and activities. • Assess the range and volume of work to be undertaken for the days ahead and plan to ensure it is completed to time and to an appropriate standard. <p>Policy and Compliance</p> <ul style="list-style-type: none"> • Adhere to established processes, standards of service delivery and use of equipment 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 customers to provide a timely, courteous and efficient service. • Develop strong relationships with partners and stakeholders to deliver a timely and efficient service. <p>Resources</p> <ul style="list-style-type: none"> • Deliver a range of administrative and/or practical services in support of existing systems or processes to agreed standards, to maximise service quality and continuity. <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Assist in the delivery of relevant assessments/ investigations. • Ensure information and records are processed and stored to agreed procedures. • Assist in providing and manipulating basic data for statistical and other reports. • May run and present standard reports. • Prepare and despatch a range of standard correspondence / documents to ensure an efficient response to enquiries and timely conclusion of any process connected with the defined area of activity. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>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> |
| Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics | <ul style="list-style-type: none"> • Minimum 3 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. • May be required to hold a certificate of competency in a defined area (E.g. First Aid at work) relevant to the role . • May be required to hold practical knowledge or experience relevant to the role. • Competent in a range of IT tools, including databases, email and MS Office. • Ability to work with others to provide excellent customer service. • Good written and oral communication skills with the ability to build sound relationships with staff and customers. • Able to prioritise and plan own workload in the context of conflicting priorities. • Experience of working in a busy office environment providing support to staff and/or the public. • Good numeric skill able to analyse relevant data and information. |
| Details of the specific qualifications and/or experience if required for the role in line with the above description | <ul style="list-style-type: none"> • Willingness to undertake professional/vocational study where appropriate. • The post holder must be willing and have the ability to work at night as the job requires. • A full valid driving licence is essential to travel around the County to meet the requirements of the role. |
| Role Summary | <p>Roles at this level typically provide a technical support or practical support service as part of a specific service or service team. They work within established processes and procedures, resolving problems or queries with the more complex issues referred to others. They support more senior staff by executing the detailed processes in specific aspects of the service area and will be fully versed in the procedures of their specialism. They will be subject to supervision but will be expected to organise their own workload and set their own priorities within short, e.g. day-to-day timescales.</p> |