

Person Specification

JOB TITLE:	Asset Management Analyst	POST NO:	011551
GRADE:	8	DEPARTMENT:	Place and Economy
HOURS	37		
DIVISION:	Peterborough Highway Services	DIRECTOR:	Adrian Chapman
DATE:	30 th June 2022	COMPLETED BY:	Kevin Ekins

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
SKILLS & ABILITIES	<p>Good map reading skills and an ability to quickly develop a good level of local knowledge about the Peterborough area (A,W & I)</p> <p>Excellent ability to tackle and solve problems in a methodical and logical manner. (A,W & I)</p> <p>Ability to adapt and adjust to new technologies in a rapidly changing environment, developing new skills as required (A & I)</p> <p>Ability to give attention to detail. (A,W & I)</p> <p>Good interpersonal and communication skills, including a good level of written English (A & I)</p> <p>Ability to work effectively with minimal supervision and on own initiative as well as part of a wider team. (A & I)</p> <p>Ability to frequently work remotely in all weathers (A & I)</p> <p>Good data capture skills using a mobile surveying device (A & I)</p> <p>General administrative/office skills. (A & I)</p>	
KNOWLEDGE	<p>A good knowledge of computer systems and Office software. (A & I)</p> <p>Expertise in data capture and the use of GIS. (A & I)</p> <p>Working knowledge of MapInfo (A & I)</p>	<p>Advanced knowledge of ArcGIS or MapInfo software (A & I)</p>

	<p>Expertise in Project management and delivery of changes to IT systems and processes (A & I)</p> <p>Knowledge of SQL queries (A & I)</p> <p>Expert knowledge of Confirm Highways, Streetworks and Bridges software including system management and configuration (A & I)</p> <p>A knowledge of relational database design and structure. (A & I)</p>	
EXPERIENCE	<p>Two years' experience of data capture and production of mapping data using GIS (A & I)</p> <p>One year's experience of using relational databases. (A & I)</p> <p>Two years' experience of systems management (A & I)</p> <p>One year's experience of Microsoft Office. (A & I)</p>	
QUALIFICATIONS	<p>5 GCSE's at grade A – C including English and Mathematics or equivalent (A & I)</p> <p>A levels or equivalent (A & I)</p>	<p>Evidence of training in relation to GIS. (A & I)</p> <p>Degree in GIS or related subject (A & I)</p> <p>ICT qualification (A & I)</p>
PERSONAL CIRCUMSTANCES	<p>Be willing and able to attend site visits as when required. (A & I)</p> <p>Be willing and able to frequently work outside in all weathers (A & I)</p>	
EQUALITY	<p>Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities.</p> <p>Candidates must have knowledge and understanding of the needs of vulnerable disadvantaged and underprivileged people and have previously taken steps to eradicate/reduce inequalities</p>	
CUSTOMER CARE	<p>Knowledge and understanding of effective customer care</p>	

*[At the end of each criteria the following codes are used to indicate how the criteria will be assessed:
(AI) Application / Interview, (P) Presentation, (W) Written Test.]*