

## Job Description

**Department:** Place and Economy

**Division/Section:** Peterborough Highway Services

**Job Title:** Asset Management Analyst

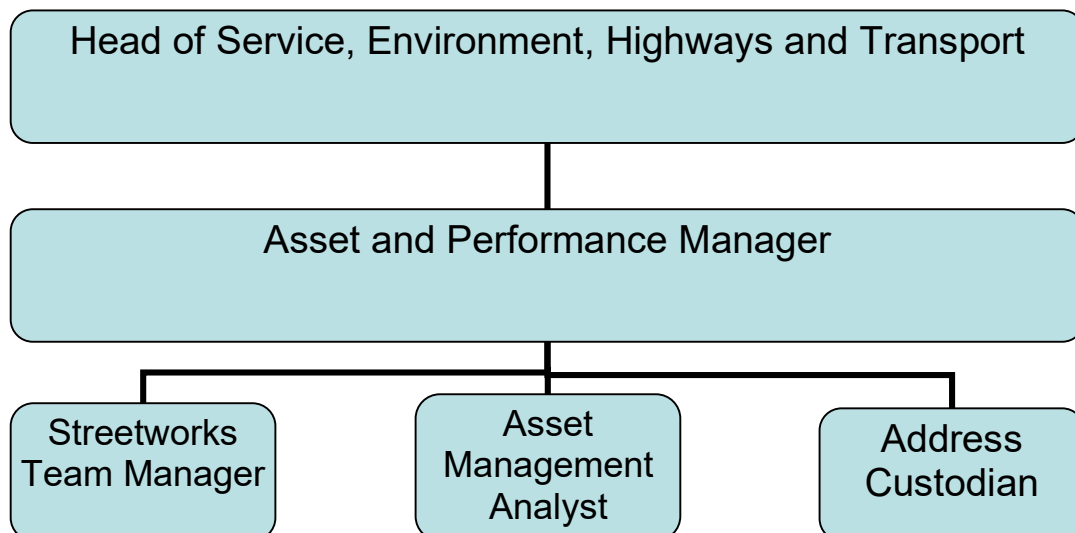
**Post No:** 011551

**Grade:** 8

**Reports to:** Asset and Performance Manager

**Organisation  
Chart:**

Show immediate  
manager and any  
jobs reporting to  
this post.



**DBS Check  
applicable?**

**Regulated** ☐ **Controlled** ☐ **Neither** ☒

**Standard** ☐ **Enhanced** ☐ **None** ☒

**Is post exempt under the Rehabilitation of Offenders Act  
1974 in respect of declaration of spent convictions?**

**Yes** ☐ **No** ☒

**Line Management  
responsibility for:**

**No. of direct reports:** 0

**No. of indirect reports:** 0

**Size of budget:** None

- Job Purpose:**
1. **To be a system administrator managing and configuring the Confirm Highways, Streetworks and Bridges software including links with Fix My Street.**
  2. **To be responsible for the capturing of the Highway Adoption records onto GIS, manage the capture of Highway Asset Management data onto GIS, and the compiling of associated meta data.**
  3. **To project manage the implementation of, improvement to and upgrading of ICT solutions within Peterborough Highway Services.**
  4. **To organise information flows relating to the maintenance of the Highways Asset data and to use this information for the maintenance of the relevant GIS data.**
  5. **To frequently work remotely in all weathers capturing Highway Assets on a mobile surveying device.**

#### **Main Duties and Responsibilities:**

- 1 **Asset Management** – To deliver some of the Asset Management requirements of the Department for Transport mainly focussing on data needs and uses. This to include all Highways systems including the Pavement Management System (WDM) as future needs may require.
- 2 **Remote Mobile data capture** - To work remotely and without direct supervision in all weathers capturing Highways Asset data on a mobile handheld surveying device. This to include attribute information and GIS coordinate locations. In addition to the capture of these GIS datasets further validation will be required on return to the office. This Highways Asset data will then be used to comply with HM Treasury Whole of Government Accounts that all local authorities will soon be required to account for Highways Infrastructure Assets on a Depreciated Replacement Cost (DRC) basis. To also comply with all Health and Safety requirements relating to both sole working and site safety at all times.
- 3 **Project Management** – To project manage the implementation of, improvement to and upgrading of ICT solutions within Peterborough Highway Services.
- 4 **Manage Highways GIS data and external data capture partners** - To manage the Highways GIS data ensuring currency, accuracy and completeness. To manage external data capture partners e.g. laser data capture surveying. Ensure that data is delivered in the correct formats and that the data quality is acceptable.
- 5 **Provide data to identify Highway schemes** - Provide data to identify future capital Highway schemes including defect locations, inspection history, condition data, thematic maps.
- 6 **GIS data capture** - To provide a data capture and validation service for Geographic Information datasets to teams within Peterborough Highway Services, and where relevant within the department, including the validation of externally captured datasets. The priority being the Highway Adoption records dataset and Highway Asset data.
- 7 **System Administration** - To provide system administration, management and configuration functions for the Confirm Highways and Streetworks Software system. Including management of Highways inspection routes, street sections, system settings and lookups, mapping layers and dashboards. To project manage updates and system changes especially regarding data management and training.

To manage the iPads and Confirm Connect mobile software ensuring that all Contract staff are able to work. To support Contract staff with issues related to the use of systems or technological equipment. To provide training to staff using any aspect of the Confirm system, Confirm Connect or GIS mapping. To act as the liaison with Pitney Bowes regarding support calls.

To provide system administration for integrations such as Fix My Street customer enquiries including monitoring staff compliance of processes and coaching to enable improvement.

- 8 **Change Champion** - To act as a change champion for technology related corporate change within Peterborough Highway Services including co-located Milestone staff. This will include communications, information, support and training.
- 9 **SQL** - To build, update and monitor the dashboards within Confirm, including the use of SQL (Structured Query Language) for writing the queries that underpin the data sources.
- 10 **Maintenance of GIS data and metadata** - To maintain existing Geographic Information datasets including metadata and encourage data owners to maintain their datasets.
- 11 **Information flows management** - To organise information flows and maintain the Highways Asset Management Data by entering all new schemes and works.
- 12 **Map/diagram production** - To produce maps and diagrams as requested, for the needs of the service and/or department, for both printed documents and online display. To be a source of expertise for GIS within the Place and Economy Directorate.
- 13 **Co-ordination** - To coordinate with the Corporate GIS team and other departmental GIS users in order to ensure synergy with the Corporate GIS project.
- 14 **Currency** - To keep up to date with relevant systems developments, standards and procedures generally and by attending formal training courses both internal and external, including technological advances within the GIS sector.
- 15 **Site health and safety** - To comply with all Health & Safety at work requirements as laid down by the employer, particularly in relation to safety when surveying on site.

**Generic Responsibilities:**

To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the employer.

The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

**Flexibility Clause:**

Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.

**Variation Clause:**

This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

**DATE:**

30<sup>th</sup> June  
2022

**COMPLETED BY:**

Kevin Ekins, Asset and Performance  
Manager