PETERBOROUGH CITY COUNCIL

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:	30th June 2022	**COMPLETED BY:**	Kevin Ekins

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

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

[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.]