

Job Profile

Asset Data Technician

Grade: G

Date created: December 2011

About the Job: As a Data Technician you will contribute to the collection and validation of Asset Data for Highways and associated functions, as well as contributing to the effective provision of the Highways Records function.

This is what we need you to do...

- As directed, carry out a range of tasks and be responsible for completing all aspects of the task in accordance with good practice, appropriate standards, guidance documents and specifications.

Task may include:

- Con29 land searches
 - Assisting with mapping work including NSG, PROW definitive map, UKPMS networks and highways maintenance networks
 - Carrying out Course Visual Inspections of road condition
 - Installing, maintaining and collecting data from traffic survey equipment
-
- Support more senior staff within the Asset Data Team in maintaining close working relationships with internal and external contacts, customers and members.
-
- Collect and maintain the Asset Data required by the team in accordance with the accepted code of practice and legislative requirements using appropriate software to a consistent standard.

- As directed, respond to all customer enquiries and requests for data in accordance with corporate standards and agreed guidelines.
- Contribute to the upkeep of relevant equipment ensuring it is fit for purpose and any record keeping is to the required standard To assist with the programming and completion of site survey work as required by senior members of the team.
- To provide technical support and carry out other technician duties as assigned by more senior members of the team.

Special Conditions

- Occasional "out of hours" (evening and weekend) duties may be required in the normal course of duties.
- The post holder may be based at any office in the county, as directed.
- The post holder will be required to travel throughout the county, as required, and must hold a full, valid driving licence and relevant insurance, and have the use of a suitable vehicle

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.

The ideal candidate will have...

Experience

- Experience of data collection and survey work, maintaining data related systems, definitive mapping, or Highway records.
- Experience of working in a political environment.

Knowledge, Skills and Understanding

- Some knowledge of specific data collection/survey techniques and data software systems, or Highway records.
- Computer literacy including the use of Microsoft office packages.
- Understanding the Health & Safety regulations in association with Highway works.
- Some experience of report writing and presentation of data.

Behavioural attributes

- Enthusiastic and self motivated.
- Good communication and inter-personal skills.
- Ability to work effectively on own or as part of a team.
- Ability to work flexibly, efficiently and effectively, reducing costs and eliminating waste.
- Resilient and deals positively with change.
- Takes responsibility for own work area and development and works in the best interests of GCC, and the community.

Education & Qualifications

Essential

- Good level of numeracy and literacy.
- Full and valid driving licence.

Desirable

- Relevant Highway or Data related qualification.

There are a number of generic requirements that are applicable to all employees within the council. These can be found at the following link <http://staffnet.gloscc.gov.uk/index.cfm?articleid=8579>