**Job Description**

**Highway Asset Principal (Performance and Information)**

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| **Service:** | Asset Management  | **Team:** | Highway Asset Team |
| **Location:** | Preston |
| **Salary range:** | £44,624 - £48,684 | **Grade:** | 11 |
| **Reports to:** | Asset Manager (Highways) | **Staff responsible for:** | Circa. 8 |

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| **Job Purpose** |
| * As part of the Asset Management Service and reporting to the Highway Asset Manager, the post holder will manage a team and is responsible for improving the council's maintenance capabilities and responsiveness to customer reported issues through the improved asset register and the analysis of performance and benchmarking information during a period of financial challenge.
* Accountable for the quality and professionalism of others, such as a team of professionals.
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| **Accountabilities/Responsibilities** |
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| **The following are a range of duties that are appropriate to this grade.*** Synthesise, analyse and present a range of highway asset related data and information to ensure that the service can develop options that improve and develop the approach to asset management across the network.
* Lead the delivery of the team's service objectives.
* Translate broadly defined deliverables into a clear work plan for the performance & information team, co-ordinating and integrating some diverse areas of work to provide clear direction for the team.
* Undertake long term strategic planning to anticipate and respond to changes and challenges affecting highway asset management and maintenance.
* Manage, operate and interpret highway asset data management information systems and ensure the accuracy of asset data.
* Develop an overview of highway asset management requirements to identify wider ways to deliver continuous operational, performance and efficiency improvement. Will need to work beyond the team boundaries and may deploy technical or commercial expertise to identify and deliver these improvements.
* Develop, manage and motivate the team which aspires to high standards of work and behaviour, by providing ongoing coaching and training.
* Undertaking business improvement activities and delivering service improvement.
* Build and develop partnerships and relationships with members, senior managers, external organisations and the community to ensure service priorities are shared and communicated effectively.

**Performance indicators*** Delivery of specified results e.g., outputs, volumes, continuous improvements.
* Achievement of medium-term milestones
* Quality of partner relationships
* Budgeted vs. Planned expenditure: achieving best value
* Customer satisfaction (internal or external) and service level measures.
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| **Other** |
| * **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work. * **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy. * **Customer Focused**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times. |
| **Our Values** |
| **We expect all our employees to demonstrate and promote our values:*** **Supportive**

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.* **Innovative**

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.* **Respectful**

We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.* **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone. |

**Person Specification**

**Highway Asset Principal (Performance and Information)**

All the following requirements are essential unless otherwise indicated by \*

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

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| **Qualifications** |
| * Professional and/or academic level qualification or equivalent in a relevant technical, specialised or operational field
* Recognised programme management qualification\*
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| **Experience**  |
| * Experience at middle management level; managing complex operations/functions/services relevant to the post
* Experience of working collaboratively within a public service environment
* Can demonstrate delivery against agreed service plans and managing services in line with agreed budgets, targets and plans
* Innovative and creative management of services within a changing and challenging financial environment
* Management and development of teams to ensure high quality service delivery within an uncertain environment.
* Experience of providing in depth coaching and mentoring to develop others.
* Experience of resolving complex issues and managing conflicting priorities.
* Experience of developing, implementing and embedding policy.
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| **Essential knowledge, skills & abilities** |
| * Strong analytical, evaluative and problem-solving skills
* Ability to identify, interpret and collate a range of property related data and information
* Project and change management skills
* Ability to build and maintain effective networks and relationships
* Excellent communication and negotiation skills
* Good understanding of corporate and service strategy and objectives\*.
* Good understanding of, and the ability to work successfully in a political environment
* Application of managerial judgement to ensure service objectives are achieved
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| **Other essential requirements** |
| * Commitment to equality and diversity.
* Commitment to health and safety
* Display the LCC values and behaviours at all times and actively promote them in others
* This is an essential car user post
* You will be required to provide a car for use in connection with the duties of this post and must be insured for business use. In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive.

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