

**London Borough of Lambeth  
JOB DESCRIPTION**

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| <b>Job Title:</b> | <b>Highway Asset Officer</b>                             |
| Grade:            | SO2  |
| Directorate:      | Resident Services  |
| Service:          | Infrastructure, Public Realm and Climate Change Delivery |
| Business Unit:    | Highways (D14281)  |
| Responsible to:   | Highway Asset Engineer                                   |
| Responsible for:  | N/A  |

**Main purpose of post**

- 1) To ensure that all highway asset data is held in relevant databases (Symology, BridgeStation and Citegestion) and that all such data is kept up to date and available to support the Street Lighting, Highways Maintenance and Network Co-ordination Teams
- 2) To maintain the Local Street Gazetteer
- 3) To respond to highway extent and CON29 land search enquiries
- 4) To ensure that webpages for the Highway Maintenance team are up to date

**Responsibilities**

1. Be the [Authority Street Custodian](#), responsible for ensuring that the Council complies with that post's statutory requirements.
2. Maintain the Council's Local Street Gazetteer (LSG level 3) in accordance of the GeoPlace Data Entry Conventions & Best Practice guidance, while complying with the Public Sector Mapping Agreement (PSMA) and Data Co-operation Agreement (DCA). This includes recording which streets have been designated as protected, of special engineering difficulty, or traffic-sensitive.
3. Be responsible for the accuracy of the digital (GIS) Highway Terrier, notifying ICT's Geographic Information Officer (Street Naming and Numbering) when modifications have been made.
4. Receive, collate and cleanse highway asset data, uploading it to the Symology highway asset module, the BridgeStation highway structure database and the Citegestion street lighting asset register as appropriate.
5. Support all staff across the Service in maintaining and improving system information to increase efficiency and aid service redesign
6. Provide a mapping service for internal and external clients showing the extents of the public highway in relation to a specified property or properties. This will involve site visits and the integration of these findings with the updating and maintenance of the Land Search CAD and GIS databases using AutoCAD and ArcMap, levying the published fee and responding to all requests within 10 days.
7. Ensure that all Council's webpages relating to the work of the Highway Maintenance team are easy to access, written in plain English and up to date.
8. By working closely with the Development Related Works Coordinator and the Network Manager ensure that the Local Highway Gazetteer is kept accurate and up to date
9. Work flexibly in undertaking the duties and responsibilities of this job, and participate as required in multi-disciplinary cross-department and cross-organisational groups and task teams.
10. Take responsibility, relevant to the post, for ensuring that Council statutes and government legislation is upheld. This includes, amongst others; Management Compliance Charter, Environmental Policy, Data Protection Act, Race Equality Action Plan, Quality Assurance Plan, Health & Safety, Sustainable Construction and Recycling
11. Take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

## PERSON SPECIFICATION

### Highway Asset Officer SO2

It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing Criteria marked Application (A)

You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.

If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with "Tick" (✓) on the person specification when you complete the application form.

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|----------------------------|----|--|----|
| <b>Key Knowledge</b>       | K1 | Good standard of IT skills in MS Excel, SharePoint   |    |
|                            | K2 | Working knowledge of geographical information systems (desirable)  | A✓ |
|                            | K3 | Basic computer aided design skills   | A✓ |
|                            | K4 | Knowledge of highway asset databases   | A✓ |
| <b>Relevant Experience</b> | E1 | Proven experience of sourcing and assembling data from disparate sources maintaining complex datasets in a technical (ideally a quality assured) environment | A✓ |
|                            | E2 | Sound working knowledge of current internet technologies, including SharePoint   | A  |
|                            | E3 | Experience of sourcing and assembling data from disparate sources maintaining complex datasets in a technical (ideally a quality assured) environment        |    |

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|------------------------|---|--|----|
| <b>Core Behaviours</b> | 1 | <b>Focuses on People</b> <ul style="list-style-type: none"> <li>Ensure that service standards are set to benefit citizens not the suppliers</li> <li>Ensure that the staff receive the training and support to achieve service standards</li> </ul>  |    |
|                        | 2 | <b>Takes Ownership</b> <ul style="list-style-type: none"> <li>Constantly thinks "how could we do this better"</li> <li>Takes action to capitalise on opportunities</li> <li>Takes calculated risks to deliver better outcomes</li> </ul>   | A✓ |
|                        | 3 | <b>Works collaboratively:</b> <ul style="list-style-type: none"> <li>Seek the advice of the potential supply chain and those who will use the contracts prior to writing those contracts</li> <li>works across teams or groups to raise or solve issues</li> <li>Encourages others to contribute to collaborative working</li> </ul>                                     |    |
|                        | 4 | <b>Communicates Effectively:</b> <ul style="list-style-type: none"> <li>Promote good contract management practice throughout the Service</li> <li>Encourage users of the Council's contracts to feedback on what works and what does not work so well</li> <li>Take time for regular catch-ups, team meetings and one-to-ones to give and receive information</li> </ul> | A✓ |
|                        | 5 | <b>Focus on Results</b> <ul style="list-style-type: none"> <li>Be ambitious; take calculated risks if the reward is worth it</li> <li>Put in place end-to-end processes that, if followed, maximise the chance of successful outcomes</li> </ul>   |    |