

## Coordinator – Asset Management & Programme Development

Reference No.	A4574	Type	Individual
Service	AT& E – Roads & Transportation Services		
Job Family	Professional 2	Anticipated Grade	FC 8

### Purpose

To determine Roads and Transportation programmes of work, ensuring the application of consistent asset management principles, data analysis and assessment methodology to maintain Roads & Transportation assets in the optimum condition for the budgets available.

Co-ordinate all roads & transportation data libraries and systems to ensure consistent and reliable data is available for all Roads & Transportations activities.

**Task or Responsibility** – For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Co-ordinate all asset assessment activities analysing & interpreting all data to determine appropriate treatments, interventions & actions required to maintain the asset in sound condition within the available financial resources.

Co-ordinate annual road condition surveys & lead on the development and management of Roads & Transportation Pavement Management System.

Co-ordinate all mapping/GIS data & ensure availability/ accessibility as appropriate for use in all Roads & Transportation systems

Ensure a robust, objective and demonstrable assessment system is in place with consistent application to determine project priority based on asset condition.

**Person Specification: Skills, Knowledge, Qualifications or Experience** – Criteria can apply to more than one task or responsibility

**E**

**D**

Ability to provide a regular and effective service

✓

Educated to SCQF level 8, which includes an HND or SVQ 4 or equivalent in a relevant technical discipline

✓

Degree in Transportation / Civil Engineering or equivalent

✓

Evidence of continuous professional development

✓

Member of a relevant Professional Institution

✓

Considerable experience in the Roads and Transportation industry or similar environment

✓

<b>Task or Responsibility</b> – For this role, there is an expectation that all, or a combination, of the following will be undertaken:
<p>Prepare short, medium- and long-term programmes of work consistent with the analysis/interpretation of asset assessment data.</p> <p>Monitor and evaluate completed projects and programmes of work to determine the effectiveness of treatments applied ensuring findings are factored into future asset management decision making processes.</p>
<p>Undertake consultation with all relevant stakeholders prior to finalisation of individual project briefs and programmes of work.</p>
<p>Prepare project design briefs, including assessment methodology, treatment proposals, funding availability and financial information are all suitable and sufficient with all briefs issued in full compliance with the Construction (Design and Management) Regulations 2015 ‘commercial client’s’ duties and associated Codes of Practice.</p>
<p>Participate in process development and improvement to ensure all programmes are formed and delivered consistently across Fife.</p>
<p>Collate and report on related programmes delivered by a range of teams within the Service; e.g. cycleway schemes, private roads etc.</p>
<p>Assist the Service Manager in the preparation of budgetary estimates, spending profiles and plans allied to the targeted priorities of the Service.</p>
<p>Providing internal and external technical advice.</p>

<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> – Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Experience of transportation-related asset management planning and road works programme development. (Focus on Customers)	✓	
Ability to develop and maintain effective relationships (Work together)	✓	
Experience in delivering presentations (Take ownership)		✓
Excellent communication skills both written and oral	✓	
Experience in process development and improvement (Deliver results)		✓
Experience of motivating others to perform to the highest standards (Work together)		✓
IT skills (Embrace technology and information)	✓	
Experience in budget monitoring	✓	
Knowledge of roads maintenance, roads asset management and roads network management functions	✓	

# Role Profile

<b>Task or Responsibility</b> – For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> – Criteria can apply to more than one task or responsibility		E	D
	Knowledge of roads legislation including the Roads (Scotland) Act 1984 & Transport Scotland Act 2005		✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.				
<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:				
<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Range %</b>	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	E	D
<b>JOB TITLE (of Specialist tasks)</b>				
<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>				
<b>Before confirming appointment:</b> You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.				
<b>Additional Information</b> – the following information is available			<b>Expected Behaviours</b> – It is essential that you display the following behaviours as they are expected of all our employees:	
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>			<ul style="list-style-type: none"> <li>• Take Ownership</li> <li>• Focus on Customers</li> <li>• Work Together</li> <li>• Embrace Technology &amp; Information</li> <li>• Deliver Results</li> </ul>	