



Job Description

Job Title	Asset Manager
Directorate	Neighbourhoods & Housing
Service Area	Transport & Highways
Grade	Grade 10
Competency Level	2
Salary	£51,576 - £56,951
Job Type	Hybrid
Location	Liverpool (Citywide)
Disclosure and barring service (DBS)	Not required
Job Evaluation Ref No	

Job Purpose

To support the Head of Service in the provision of leadership and direction for Transport & Highways including setting clear objectives, allocating resources, and creating an inspiring working environment to deliver customer focused services to the local community.

To develop, lead and manage the Highway Asset Management service, including programme, contract, and financial management, in order to ensure compliance with all relevant statutory and legislative requirements

Directly Responsible For:



Principal Engineers – Street Lighting, Drainage, Structures and Asset Management
Systems Lead

Directly Responsible To:

Head of Highways Management

Main Areas of Responsibility:

- To lead, manage and develop the business and service plan for the Highway Asset Management, including Street Lighting, Drainage, Structures, Highways Condition and Data & Systems Management services to ensure the effective delivery of outcomes and management of all resources.
- Manage the interrogation of all asset data in order to provide recommendations and guidance to team members and other colleagues regarding the programming of a suite of preventative maintenance, maintenance and asset replacement programmes, appropriate to each asset type, to ensure that the assets are managed in as cost effective a manner as possible, within available budgets.
- To provide all necessary advice and professional services involved in the delivery of the highway asset management services, including legislative and policy compliance, health and safety, procurement and contract management.
- To develop, implement and review strategy, policy, process and procedure to provide continuous improvement in highway asset management, contract management, street lighting, ITS and data & systems management, in accordance with relevant legislation, statutory duties and the management of reputational risk to the Council.
- To direct, monitor and control the provision and performance of consultants, contractors and partner organisations employed by, or engaged with, the service to ensure effective and timely delivery, compliance with all statutory/legislative requirements and value for money



- In consultation with the Head of Service to procure, manage and monitor a variety of contracts in line with the Council's constitution to ensure services are delivered to the required quality, on time and to budget
- To manage, as allocated, the Council capital and revenue projects and coordinate the diverse components of a project through a robust project management framework, including planning, execution and change control to achieve the required balance of time, cost and quality
- To contribute to the development and implementation of strategies, policies and initiatives, to support colleagues across the Council in the achievement of corporate priorities
- To develop, broker and sustain effective working relationships and partnerships both within the Council, the Liverpool City Region Combined Authority and with customers and stakeholders related to the service area, in order to represent and promote the Council's interests, and maximise the effectiveness of the service
- To build and maintain effective relationships with and provide professional advice and support to the political and corporate leadership of the Council, and elected Members to support their community leadership role, including attendance at Cabinet meetings and Cabinet Member briefings, other Council meetings, public meetings and consultation events, as appropriate

Supervision and Management Responsibility:

- Provide guidance to team members in terms of making full use of asset data and data management systems, to ensure that the assets are managed in as cost effective a manner as possible, utilising a suite of preventative maintenance, maintenance and asset replacement programmes, appropriate to each asset type.
- Ensure activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development.
- Manage performance and behavioural issues effectively
- Provide motivational leadership and champion effective customer focussed services across your areas of responsibility, setting standards to ensure clarity of



vision, and ownership and pride in service provision. Encourage, coach, train and develop individuals and teams to enable them to maximise their capacity and facilitate effective delegation.

- Ensure the efficiency, effectiveness and quality of services, within your area of responsibility, through the performance management of individuals and teams

Budget and Financial Responsibility:

- Being fully accountable for the effective management and control of delegated capital and revenue budgets in the delivery of the Council's strategic objectives and policies.
- Complying with all statutory requirements, Standing Orders and Financial Regulations of the City Council, and being responsible for making sure that all those you manage also comply with such requirements.
- Maintaining a close control of their delegated revenue and capital budgets, stewardship of assets and reporting any financial risks.
- Maintaining up to date financial records on the Corporate Finance System.
- Have regard for and use of relevant performance and financial benchmarking data as part of business planning to identify opportunities for improved value for money.
- Bringing to the timely attention of the relevant line manager any material issues that might impact on the financial performance or financial management arrangements of the Council.

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

Physical Demands of the Job:



- Mainly office based, but site visits will need to be undertaken

Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level 2.

The competency framework can be found here

<https://liverpool.gov.uk/media/1361774/competency-framework.pdf>

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility.



Personal Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Degree/HND in appropriate discipline or significant experience to equate to the same level of knowledge (A/I)
- High degree of Computer Literacy (A/I)
- Knowledge of highway asset maintenance techniques

Desirable

- Full or Chartered/Incorporated membership of relevant professional institution
- Evidence of continuous professional, management and leadership development
- Appropriate Leadership/Business Management Qualification

Experience

Essential

- Experience in the leadership and management of relevant service areas within Local Government or a large complex organisation at a managerial level (A/I)
- Interrogating asset data to produce programmes of the required maintenance and capital works, that represent value for money, best practice and with minimal whole-life production of carbon dioxide
- Writing appropriate Highways Asset Management Plans, Highways Asset Management Policies and Highways Asset Management Strategies, ideally in a local authority with a predominantly urban network.



- A proven track record of working effectively and delivering in co-operation and partnership with a wide range of customers and stakeholders (A/I)
- Evidence of successful financial and project management, including resolving conflicting priorities, and applying rigorous monitoring and control procedures (A/I)
- Experience of handling a diverse range of tasks and priorities within a changing and sensitive environment (A/I)

Desirable

- Significant experience of the procurement and management of works, including the preparation of specifications, briefs and contracts
- Experience of leading highway and engineering projects and programmes from concept to development and implementation
- Experience of business and service planning in a demanding and constantly changing environment



Skills/Abilities

Essential

- The ability to provide effective leadership & management in the relevant service areas of your post and contribute to the overall running of your Section as a member of its leadership team (A/I)
- Current understanding and knowledge of relevant legislation, standards and best practice, including Highways Act 1980 (A/I)
- Ability to write technical policy and strategy documents
- Ability to apply a high level of analytical and constructive thinking to problem solve and seek resolution (A/I)
- Excellent communication and interpersonal skills and the ability to establish and maintain effective relationships (A/I)
- Effective negotiating skills, with proven ability to influence decision making
- Ability to handle a diverse and varied range of tasks and use initiative, including regularly conflicting work demands and highly pressured deadlines (A/I)

Desirable

- Financial/budgetary management skills including accountability for agreed budgets
- An inclusive team worker who fosters partnerships, works collaboratively across boundaries, thinking beyond own area of expertise (A/I)



Commitment

Essential

- Motivated, optimistic and enthusiastic with the ability to respond to challenge and not be discouraged (A/I)
- Customer focused with a commitment to continuous improvement (A/I)
- Take personal responsibility and prepared to make difficult decision when necessary and communicate them (A/I)
- Demonstrates and promotes openness, trust and respect (A/I)
- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council (I)

Desirable

Other

Essential

- Ability to work flexible hours as attendance at evening meetings of the Council's Committees, Executive Boards, and partnerships etc is a feature of this post (A/I)
- The post holder will be required to attend projects on site within the working day and on occasion outside normal working hours (A/I)

Desirable

- Possess a full current driving licence and use of own car