

## Job Description

Job title	Project Officer (Highway Project Team)
Directorate	PLACE : Regeneration, Culture and Environment
Division	< Highways>
Range	MPR 4
Reports to	Head of Highways

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### Main purpose of the job:

The post holder will be required to work across the entire remit of Highways, assisting with a variety of projects ranging from highway licensing to asset management.

Working closely across the service, you will assist with improving systems and ways of operational working to help deliver more efficient and effective working practices.

The post holder will be required to review existing plans and policies defined on the Asset Management Delivery Plan and liaise with Officers to ensure these are updated and co-ordinated for periodic review.

To carry out a range of administrative duties as required, ranging from collating letter and reports, to reviewing data for population in the asset management system.

Liaise with stakeholders in a way that promotes the [One Medway Council Plan](#) and embeds our [values and behaviours](#).

### Accountabilities and outcomes:

- To assist in ensuring highway assets are recorded in the asset management system, to ensure data is accurate and up to date
- To assist with reviewing current systems and ways of operational working, to identify areas for improvement
- To assist with the implementation of a new Highway Licences, including Policy and application processes, to ensure compliance in accordance with the Highways Act 1980
- To help maintain and update policies and plans in relation to asset management and ensure they are co-ordinated for periodic review on the Asset Management Delivery Plan
- Collect, maintain, analyse and appraise data across the service, identifying areas for improvement

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- To provide positive contributions to the day-to-day delivery of the Highway service area, supporting officers and liaising with stakeholders where required

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

### Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

As a corporate parent, all council employees are responsible for ensuring the well-being and positive outcomes of Medway's care-experienced children and young people.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Progression Framework.

Work in accordance with the Equality Act 2010 and the Public Sector Equality Duty to eliminate unlawful discrimination, harassment and victimisation. Promoting equality of opportunity, fostering good relations and improving the quality of life and opportunities for everyone living and working in Medway.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Medway Council is a Category One responder in relation to the Civil Contingencies Act (2004) and as a result all staff working for the Authority may be asked to carry out Category One response duties or stand into the role of another member of staff who is responding to a Major Civil Incident.

### Organisation:

This role reports to the Head of Highways

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

### Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.



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### Person specification

All criteria at level A are considered essential unless stated otherwise.

#### Qualifications

##### Level A

- 4 GCSEs Grade 4 or above (including Maths and English)
- A Levels or equivalent in relevant subjects

##### Level B (in addition to level A criteria)

- Other Certificates relating to formal training

##### Level C (in addition to levels A and B)

- Relevant qualification in Project Management, Engineering discipline or equivalent
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#### Knowledge

##### Level A

- ICT software packages such as Microsoft, e.g. Outlook, Excel, PowerPoint

##### Level B (in addition to level A criteria)

- Awareness/Knowledge of Asset Management Principles
- Demonstrable knowledge of local authority highway services
- Knowledge and understanding of procedures for policy approval

##### Level C (in addition to levels A and B)

- Demonstrable knowledge in relevant discipline, commensurate with experience.
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#### Experience

##### Level A

- Ability to demonstrate the use of literacy, numeracy and ICT skills to complete a range of tasks such as writing letters, and affective communication.
- Ability to manage own workstreams

##### Level B (in addition to level A criteria)

- Demonstrable experience of carrying out reviews across work area, identifying improvements
- Demonstrable ability to apply practical, procedural, organisational policy knowledge into practical solutions

##### Level C (in addition to levels A and B)

- Demonstrable experience of analysing and interpreting complex information and situations to develop solutions for betterment
  - Experience of budget management of small projects/workstreams
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#### Skills

##### Level A

- Competent user of standard ICT packages i.e. Word, Excel, Outlook and Powerpoint.
- Can demonstrate dexterity, co-ordination or sensory skills, where there is demand for precision in the use of these skills.

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- To assist in the delivery of specialist area workstreams such as enquiries, and other relevant service information

### Level B (in addition to level A criteria)

- Demonstrates the ability to manage individual projects and workstreams.
- Demonstrates the ability to deal with periods of hours at a time (e.g. a morning or afternoon) undertaking repeated manual calculations or other work with figures

### Level C (in addition to levels A and B)

- Demonstrable ability to deal with low levels of work-related pressure, for example from deadlines, interruptions or conflicting demands.
- Undertakes work that requires a range of imaginative solutions and responses and involves application of fresh and innovatory thinking.
- Developed organisational and communication skills with the ability to manage small work projects
- Demonstrates the ability to work all or most of the working day being alert to risks or checking of documents or equivalent.