**Role profile**

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| **Role Title** | Highway Asset Supervisor |
| **Business Division** | Highways & Environment |
| **Grade** |  |
| **Report to (role title)** | Technical Manager |
| **Version** | V2 |
| **Job Code** | 000335 |
| If you would like this information in another format please contact:  **Corserv Head Office**  **Chy Trevail**  **Bodmin**  **PL31 2FR**  Email: recruitment@corservltd.co.uk  corservltd.co.uk | |

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| Financial | Direct financial accountability: £0  Indirect financial accountability: £4,000,000.00 |
| People Management | Number of direct reports: 0  Number of indirect reports: 2 |
| Working Conditions | No unusual hazards (less than 20% of the time) Minimum precautions required (more than 20% of the time)  Some precautions required (more than 50% of the time) Precautions required (more than 75% of the time) |
| Physical Activity | Minimal Light  Moderate Heavy |
| Work Demands *(tick all that apply)* | Work to deadlines Frequently changing  Managing conflicting priorities Not normally interrupted or subject to change |
| Work Context | No/minimal risk to personal safety Potential risk to personal safety  Moderate risk to personal safety Substantial risk to personal safety |

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| **Role Purpose**  This role sits within the Highways and Environment Directorate. This small team acts as client for the highways service and uses asset management principals to commission both maintenance and improvement work to Cornwall’s highway network.  The purpose of this role is to contribute to the safe and efficient management of Cornwall’s highway network by the identification, prioritisation and programming of highway capital and revenue schemes and schedules, meeting associated budgets within a defined area.  Decarbonisation and innovative solutions to minimise carbon usage both during construction and over the whole life of schemes is crucial to this post. |
| **About the role**  Working as part of the Highway and Environment Capital Programme Team to manage the highway assets on behalf of Cornwall Council and support the design and delivery of highways capital projects.  Manage data using Pavement and Routine Maintenance Management Systems to identify areas of work from condition surveys and defect information using asset management principals.  Assessment of requests for surface treatment (*works*) from the operational delivery service, local members and the public.  Development of prioritised schedules/programmes of work informed by data analysis and direct nomination assessments.  Inspection and formal audit of capital and revenue works undertaken by the service provider and or approved contractors to ensure that the specified standards and quality are achieved in line with contract obligations. |
| **What you'll be doing**  To utilise the Pavement and Routine Maintenance Management Systems to identify areas of work, from which annual programmes can be developed.  To liaise with Network staff to develop and agree prioritised programmes of work, which make optimum use of budget, adhere to asset management objectives (and consider environmental impact).  To assist in the coordination and collaboration of owned schemes with other planned works in order to create efficiency, cost effectivity, benefit, and to minimise disruption to the network.  To utilise the surface treatment matrix to identify the right level of intervention and surface treatment option. The target being to seek the optimal treatment to offer maximised durability, longevity and cost effectivity, juxtaposed with minimised carbon usage at both project level and across the whole life of the project/area.  To assist in the preparation of annual budget allocations.  To prepare briefs as appropriate for maintenance/capital works to enable the operational delivery service to implement.  To utilise the works order systems, to select works orders and to monitor budgets.  To liaise with the operational delivery service on the planning and programming of maintenance works.  To audit the inspections and work of contractors on site to ensure that the specified standards and quality are achieved in line with contractual obligations.  To investigate and approve variations to the specified works and resolve queries with the contractor during the construction phase and the final measure.  To collect data to assist in the management of insurance claims and other legal proceedings, and to make statements to court when required.  To provide local knowledge and advice to other supervisors and staff in other sections of the wider business.  To ensure that all work, as far as practicable is undertaken in accordance with relevant Health & Safety legislation.  Seek opportunities to innovate within the asset management field in order provide increased value for money, efficiency of delivery, decarbonisation and overall value to the community. |
| **How you’ll be doing it**  **Making Safety First**   * This is about ensuring safety is at the forefront of everything we do and embedded throughout the business. * Ensure clarity of instruction and briefing of required safe standards for every job. * Lead from the front in demonstrating safe working practices and never ‘walking-by’. * Supports team, ensuring all work equipment and PPE is available before work commences. * Being open to alternative suggestions on safe working and encourages open communication with team and management.   **Collaborative**   * Working with wider teams and clients to deliver success. * Valuing a team approach to projects and challenges within your role * Using group resources effectively to produce results. * Be an effective communicator at all times.   **Innovative**   * Seeking opportunities to improve process and embracing new ideas and technology with positive change in mind. * Challenging practices where progress is limited.   **Positive**   * Remain optimistic in the face of change and drive forward to support growth and success. * Demonstrate a commitment to the group objectives and vision and take actions accordingly.   **Focus on Excellence/Commitment to Quality**   * Deliver value and service to customers, both internally and externally. * Ensure quality underpins approach, methods and results. * Stay up to date with best practice and align your approach accordingly. * Take a strategic approach towards your work, ensuring it delivers value to the group as well as our customers. * Consistently deliver results to a high standard. * Ensure safety is at the centre or your operational approach.   **Trust**   * Build brand reputation by honouring agreements, appropriately managing expectations and being open and honest in all interactions. * Value the knowledge and experience of your teams in delivering a great service. * Empower your teams to succeed and be empowered to make a positive influence within the group.   **Leadership (if applicable)**   * Lead by example at all times and deliver best practices. * Support the ongoing development of your teams and actively engage in performance management behaviours. * Inspire commitment and engagement in your teams. * Take accountability for your team and yourself. |
| **Qualifications and Experience**  The following qualifications and experience are essential:  HNC in Civil Engineering or other appropriate subject or significant experience in Highway/Transportation Infrastructure.  Membership of professional body at appropriate grade or eligibility to achieve appropriate grade.  Incorporated Engineer status (or appropriate alternative) or the ability to achieve Ieng within a reasonable timescale.  Substantial demonstrable experience of highways maintenance and construction including previous supervisory experience.  Knowledge and experience of highway surface treatment techniques.  Experience of contracts and specifications.  Demonstrable analytical skills  Knowledge of measurement and valuation of highways works.  Ability to work on own initiative with minimum supervision.  Good and proven level of IT skills  Willing to undertake relevant training to keep up to date with latest standards  The following qualifications and experience are desirable:  Experience using Pavement Management Systems and asset management data.  Streetworks and Health and Safety experience  CSCS Card, NRSWA Supervisors Certificate and CITB site manager health and safety certificate. |

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| **Other requirements** | |  | |
| Full Valid driving licence | | YES | |
| The duties of the role involve travel on a regular basis. It is a condition of employment that the role holder can exercise satisfactory travel mobility in order to fulfil the obligations of the role. For those journeys where an alternative form of transport is unavailable or impracticable the role holder will be required to provide a suitable vehicle. | | YES | |
| This role has been identified by the organisation as safety critical | | NO | |
| This post is subject to overtime (where approved/appropriate) | | NO | |
| This post is subject to the Company’s Flexitime Scheme | | NO | |
| This post is subject to a criminal records disclosure check | | NO | |
| **Approving Manager** | Chris Sentance | |
| **Approving Business Divisional Head** | Rupert Spencer | |
| **Approving Director** | Andy James | |
| **Date** | 06/05/2025 | |