



## Job Description

<b>Job Title:</b>	West Midlands Sensors Coordination Officer
<b>Directorate/Team:</b>	Policy, Strategy and Innovation - Data Insight
<b>Location:</b>	16 Summer Lane or other site/location
<b>Responsible to:</b>	Transport Data Lead
<b>Responsible for:</b>	0
<b>Key working relationships:</b> (internal)	Data Insight, Asset Management, Network Resilience, Monitoring & Evaluation
<b>Key working relationships:</b> (external)	Local Highway Authorities, Black Country Transport, Suppliers

## Purpose of the Post

To co-ordinate the stakeholder partnerships and interest in the existing highway sensor network and collaborate with internal and external stakeholders to deliver an integrated, value for money network across the West Midlands Combined Authority area, that meets the requirements of multiple use cases.

## Accountabilities

Provide a collaborative, driven approach to the coordination of existing and new sensors on the WMCA area highway network.

## Responsibilities

### Strategic

- Develop the sensors strategy relating to deployment of new sensors and the renewal of existing sensors
- ongoing evaluation of the West Midlands Sensors Working Group short term actions to inform future direction.
- Develop use cases and procurement scenarios future management and procurement model options to ensure an integrated, value for money network.
- Develop a process based on shared principles, to ensure the effective deployment of the strategy.
- Secure a mandate for the work of the West Midlands Sensors Working Group, based on collective responsibility and accountability to ensure value for money.
- Be aware of emerging and developing technology that may replace sensors in the future, to ensure our data collection remains relevant and value for money.
- Develop a reporting regime that will help inform future investment decisions and programmes, and provide robust management information / KPIs for the sensors as and when required.
- Assist in building a business case to deliver longer term objectives and requirements, including renewals of the sensor estate from a suitable funding source such as CRSTS2 / Integrated Settlement.
- Work flexibly and with integrity to meet the needs of the WMCA and its transport function

### People

- Build and maintain effective working relationships with partners, stakeholders and suppliers, to ensure.....
- Work collaboratively and in partnership with multiple agencies to identify conflicting aspirations and develop appropriate solutions.

- Successfully socialise the work of the West Midlands Sensors Working Group and associated principles and processes throughout WMCA and partner organisations, in order to realise full benefits of a collaborative approach.

Be an active member of the West Midlands Sensors Working Group , contributing to discussions, assisting in the identification of solutions and providing reports.

### Operational

- Liaise with sensors suppliers to ensure full asset availability, and ensure asset managers resolve outages in a timely manner
- Coordinate functional requirements across users, to ensure a value for money network and data continuity.,
- Receive and assess requests for new sensors, making recommendations for the Sensor Working Group to consider.
- Understand asset life cycle and assist in the development of a sensors renewal programme to ensure data continuity and a fit for purpose network
- Work with suppliers to develop a reporting regime on asset condition, ensuring this aligns with wider organisational approaches to asset management.
- Liaise with procurement, legal and finance teams for new sensor deployments where required.
- Liaise with the Data Insight team regarding data issues and requirements and coordinate product development and resolution with suppliers
- Liaise with the Asset Management team regarding sensor management issues and ensure that all sensors are recorded with all relevant information on the WMCA's Asset Register.
- Maintain financial records for sensor-based costs to build a 'Total Cost of Ownership' evidence base (to feed into the sensor strategy).
- Develop standard templates for procurement, pathways to share best practice and deployment protocols.
- Develop and maintain a database of requests including auditable decision making.

### Financial

- Ensure opportunities from economies of scale are realised where appropriate.
- Ensure value for money and that the appropriate governance processes are followed for dealing with any financial activities.

### Other

- Represent the WMCA in a professional manner.
- Undertake such tasks as may reasonably be expected, commensurate with the scope and level of the role.

## Person Specification

Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
	E	D	A*	I*	T*
<b>Experience</b>					
Experience of working with data and maps to assist in decision making.	x		x	x	
Experience of working with multiple stakeholders at all levels.	x		x	x	
Experience of report and process writing.	x		x		
<b>Skills / Knowledge</b>					
An understanding of how sensors are used to collect data and analysis requirements (technical awareness).		x	x	x	
Ability to develop clear programmes and processes.	x		x		
An understanding of asset and contract management.		x	x	x	

An ability to communicate clearly and build effective working relationships with stakeholders and partners.	x		x	x	
Good project management and organisational skills	x		x	x	
Ability to work proactively, with minimal supervision	x		x	x	
Good problem-solving skills	x		x	x	
Literate with Microsoft Office suite	x				
<b>Qualification / Education / Training</b>	<b>E</b>	<b>D</b>	<b>A*</b>	<b>I*</b>	<b>T*</b>
Degree level qualification or equivalent experience	X		X	X	

**\*Key:** A = Application, I = Interview, T = Testing/Assessment

<b>Core Expectations</b>	
<b>Health, Safety &amp; Wellbeing</b>	All employees have a duty to take reasonable care for the health, safety, and wellbeing of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health, safety, and wellbeing.
<b>Equality &amp; Diversity</b>	Promote and champion equality and diversity in all aspects of the role.
<b>Learning &amp; Development</b>	Participate in and take responsibility of any learning and development required to carry out this role effectively.
<b>Performance Management</b>	Actively engage in the performance management process and take responsibility for managing performance outcomes.
<b>GDPR</b>	Ensure the reasonable and proportionate protection, processing, sharing, and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.
<b>Adherence to Policies</b>	Be aware of and comply with all organisation policies.
<b>Other</b>	There may be a requirement to work outside normal office hours on occasion, including a requirement to work within stakeholder and partner offices within the WMCA constituent area on a regular basis.

<b>Values</b>		
Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.		
<b>Value</b>	<b>Competency</b>	<b>Behaviour</b>
<b>Collaborative</b>	Team Focussed	Works as part of team, managing and leading.
	Service Driven	Customer, resident, and partner focussed.
<b>Driven</b>	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
<b>Inclusive</b>	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
<b>Innovative</b>	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

## Additional Post Requirements

<b>Essential Car User</b>		<b>Politically Restricted Post</b>		<b>Disclosure and Barring Service (DBS)</b>				<b>Vetting</b>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Basic <input type="checkbox"/>	Standard <input type="checkbox"/>	Enhanced <input type="checkbox"/>	None <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Job Evaluation Details			
Date Evaluation Agreed	JEP Reference	Grade	Job Family