



Cumberland Council

Post Specification

Date	August 2024
Post Group Number	5442
Post Title	Assistant Traffic Management Technician
Job Family	Regulation & Technical
Job Family Role Profile	RT6
Final Grade	Grade 6

To be read in conjunction with the job family role profile

Service Area description

Highways Transport and Fleet Services

Purpose of this post

To work as a team member in the preparation, design and processing of temporary and permanent traffic management schemes (including casualty reduction schemes and parking schemes), undertaking accident data and inventory collection, and preparation of travel plans, to given timescales, costs and specification.

Key job specific accountabilities

- To carry out activities relating to surveys, design, specification associated with the implementation of temporary and permanent traffic management schemes and measures, including casualty reduction, cycle-ways and parking schemes. Carry out duties using the computer systems and other available systems.
- Obtain and evaluate accident data and other traffic management related data such as traffic signs, road markings, traffic regulation orders etc
- Undertake road safety education and marketing related work, and road safety audit activities
- To carry out survey and produce data for input to the appropriate asset management register
- Provide basic technical advice and project advice to colleagues across the Highways and Transportation service in respect of the activities undertaken
- Planning and organising own work programme/s to meet given deadlines
- Providing advice on the application of legislation, regulation, policy and principles to both internal and external customers of the Council
- Inspecting and assessing compliance with Council policies and regulatory frameworks, and enforcing/assuring their application. Instructing parties to contracts relevant to area of work
- Inspecting and assessing compliance with contract delivery and undertaking monitoring of expenditure
- Compiling reports and information on work related issues, work programmes and Council initiatives
- Issue work and instructions to contractors and other suppliers and organise coordination of activities with own team including collection of appropriate inventory information and

updating of records. Carry out the collection and analysis of inventory information as part of the asset management process.

- Assist with the organising and coordination of the work of the team
- Taking responsibility for personal safety when undertaking activities especially on site and raising aspects of health and safety in so far as the postholder's area of work impacts on the health and safety of colleagues, parties internal and external to the Council and the general public
- To relocate to and work within other functional teams as required to deal with work demands across the Highways and Transportation service
- Produce designs, drawings, specifications, contract documents including bills of quantities in respect of relevant projects
- Contributing to effective team working
- Deal with enquiries and complaints in accordance with established protocol and produce letter and reports relevant to the issues raised
- Liaise with stakeholders and other parties both internal and external to the Council
- To maintain personal and professional development to meet the changing needs of the job, participate in appropriate training activities and encourage and support staff in their development and training
- Work within relevant professional practice/standards/guidance as defined by a framework of Council best practice and procedures, as well as legislative guidelines
- Carry out other tasks commensurate with the grade as requires by the Traffic Management Engineer

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities

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Staff Management Responsibilities

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Other

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Essential Criteria - Qualifications, knowledge, experience and expertise

- Relevant technical, vocational or part-professional qualification
- Experience of working in a relevant technical team environment
- Letter writing and report writing experience
- Knowledge of local government
- Knowledge of construction contracts and traffic management or road safety principles
- Understanding the importance of national highway design standards
- Ability to draft reports and letters
- Ability to work to deadlines and prioritise workloads
- Computer literate and ability to use Microsoft Office Word and Excel
- Ability to liaise effectively with people and bodies internal and external to the Council
- An effective communicator
- To be self-motivating and be able to react and respond to the job demands
- To be able to seek advice from other team members as appropriate
- Able to work outside of normal office hours
- Have a flexible approach to work
- A proactive interest in self-development

Disclosure and Barring Service – DBS Checks

- This post requires / does not require a DBS check.

Job working circumstances

Emotional Demands	
Physical Demands	
Working Conditions	Adverse weather and out of hours working
Other Factors	
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