

Post Specification

Post Specification - Key Information

- **Post Title: Traffic Management Team Leader**
- **Date: March 2025**
- **Post Group Number: PG5470**
- **Job Family: Regulation and Technical**
- **Job Family Role Profile: RT14**
- **Final Grade: 14**

To be read in conjunction with the job family role profile.

Service Area Description

Sustainable Transport and Highways within the Traffic Management Team.

Purpose of this Post

To lead a team of specialists covering an area, in the preparation, design and processing of temporary and permanent traffic management schemes (including casualty reduction schemes and parking schemes), and undertaking accident data and inventory collection, to given timescales, costs and specification. Manage and organise the preparation of travel plans. To provide technical advice and guidance to colleagues in respect of specifications and standards for temporary and permanent traffic management.

Key Job Specific Accountabilities

1. Manage a team to carry out surveys, design, specification associated with the implementation of temporary and permanent traffic management schemes and measures, including casualty reduction, cycleways and parking schemes. Carry out duties using the computer systems and other available systems.
2. Organise and manage the obtaining of accident data and other traffic management related data such as traffic signs, road markings, traffic regulation orders etc.
3. Planning and organising the team's work/projects to ensure delivery to given timescales and budgets as set down in service or business plan. At all times to make regard to the safety of the public and staff in relation to the activities undertaken
4. Assisting the Area Highways and Transport Manager to develop projects and work programmes and deliver, monitor, and report on progress to the Area Highways and Transport Manager.
5. Organise and provide a road safety training and education/marketing service.
6. Organise and provide a road safety audit service relating to all highway and transportation work.
7. 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. Organise the analysis of inventory information as part of the Asset Management process in liaison with the Assistant Asset Manager.
8. Responsibility for the performance of the parking team and also for compiling and presentation of reports at the relevant arenas.
9. Developing solutions to a wide range of traffic management scheme design and specification issues and organising implementation.

10. Organisation the collection of data and records for coordination with the Asset Management Register
11. Providing advice to Members and other officers on the interpretation and application of policies, technical principles, and regulations/legislation relative to area of responsibility
12. Responsibility for the management of the resident permits parking scheme where applicable.
13. Determining compliance with Council policies and regulatory frameworks, and ensuring their application
14. Preparing reports including the drafting of Cabinet and Locality Board reports
15. Drafting of and reviewing relevant operational and quality management procedures and checklists
16. Attend meetings and present reports in the Area Highways and Transport Manager's absence.
17. Representing the Council's and Directorate's best interests at all times by ensuring effective communications within the Council, with external organisations and the general public
18. Take part in effective liaison with internal and external stakeholders as part of the delivery of projects and/or the relevant service. Liaise effectively and coordinate working with colleagues operating across the Sustainable Transport and Highways service.
19. Taking responsibility for implementing Human Resources procedures in the team, including discipline, performance management and appraisal
20. Contributing to effective team working and aiding with on-the-job training of colleagues as well as giving technical guidance, support and training to team members and colleagues
21. Assist in allocating and checking work of colleagues in the relevant work area

Please note: Annual targets will be discussed during the appraisal process.

Key Facts and Figures of the Post

- **Budget Responsibilities:**
 - Financial / money – budget and project management.
 - Information – storage and use.
 - Equipment – standard IT.
- **Staff Management Responsibilities:**
 - Number of staff managed: 5 – 20.
- **Other:** N/A

Essential Criteria

- **Qualifications:**
 - A relevant degree or NVQ Level 5 in appropriate discipline or equivalent.
 - Membership of appropriate professional body.
 - Evidence of continuing personal and professional development
 - Can provide evidence of efforts made to keep up to date with changes in the industry sector and local government.
 - Management qualification. (Desirable)
 - Transport/Road Safety qualification. (Desirable)
 - Some experience at a management level in a multi-disciplinary organisation involving management of professional staff (Desirable)
 - Experience of development of traffic regulation orders and undertaking of road safety audits. (Desirable)
- **Knowledge:**
 - Understanding of appeals process associated with the issue of PCN's in relation to application of TROs.
 - Political processes and structures.

- Thorough knowledge of application of standards, specifications, systems, guidelines, regulations, policies, and legislation appropriate to relevant work areas or service.
 - Performance management.
 - Contract/partnership management.
 - Knowledge of parking enforcement legislation and the appeals process.
 - Asset management, project, programme, and risk management.
 - Construction Design Management Regulations
 - Knowledge of the industry standard computer systems available to assist with the design and specification of traffic management schemes.
 - Knowledge of the making of traffic regulation orders, design of traffic signs and undertaking road safety audits
- **Experience:**
 - Experience in dealing with customers and service providers.
 - Financial management experience and working with financial management systems.
 - Experience in a range of parking functions ranging from enforcement to resident permit schemes.
 - Experience of effective communication with councillors.
 - Considerable experience of managing complex projects and contracts to successful outcomes in traffic management related field
 - Considerable experience of working in the relevant service area and of the business and the context in which it operates.
 - Manage and direct staff and work as an effective team member.
 - Ability to tackle issues from a conceptual/theoretical base.
- **Expertise:**
 - Can demonstrate expertise in own relevant professional field.
 - Political awareness and sensitivity.
 - Able to support the Council at meetings with councillors and outside organisations, to communicate effectively, both orally and in writing, in public, partnership, commercial and council settings.
 - Able to develop and maintain effective working relationships at all internal levels and externally with partners and others.
 - Financial management.
 - Able to work under pressure and achieve deadlines.
 - Able to work innovatively to develop more effective service delivery.
 - Computer literate and ability to work with computer systems and Microsoft Office suite of programs.

Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.

Job Working Circumstances

- **Emotional Demands:** Minimal
- **Physical Demands:** Normal
- **Working Conditions:** Some site visits, some exposure to weather on site, visits in intense conditions
- **Other Factors:** N/A