

Post Specification

Date	May 2023
PG Number	5451
Post Title	Traffic Management Officer
Job Family	Regulation and Technical
Job Family Role Profile	RT11
Final Grade	Grade 11

To be read in conjunction with the job family role profile

Service Area description	
Highways Transport and Fleet Service	
Purpose of this post	
<p>To be a member of a team in the relevant local area, involved 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</p> <p>To provide technical advice and guidance to colleagues particularly in local areas in respect of specifications and standards for temporary and permanent traffic management</p>	
Key job specific accountabilities	
<ol style="list-style-type: none"> 1. To carry out surveys, design, and 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 2. Issue work and instructions to contractors and other suppliers and undertake the analysis of inventory information as part of the Asset Management process in liaison with Asset Management team 3. Develop solutions to a wide range of traffic management scheme design and specification issues, and organising implementation 4. Providing advice to Members and other officers on the interpretation and application of policies, technical principles and regulations/legislation relative to area of responsibility and prepare reports including the drafting of Cabinet and Local Committee reports 5. Assist the Traffic Management Team Leader to develop projects and work programmes and deliver, monitor and report on progress. This will involve planning and organising the team's work/projects to ensure delivery to given timescales and budgets as set down in service or business plan and organising and supervising of the activities of Traffic Management Technicians 	
Please note annual targets will be discussed during the appraisal process	
Key facts and figures of the post	
Budget Responsibilities	<ul style="list-style-type: none"> • Responsible for revenue and capital budgets up to £1m per annum.
Staff Management Responsibilities	<ul style="list-style-type: none"> • Line management responsibility for approximately 3 technical staff

Other	<ul style="list-style-type: none"> • None
Essential Criteria - Qualifications, knowledge, experience and expertise	
<ul style="list-style-type: none"> • A relevant degree or NVQ Level 5 in appropriate discipline or equivalent • Experience of effective communication with councillors • Experience of managing projects and contracts to successful outcomes in traffic management related field • Knowledge of the making of traffic regulation orders, design of traffic signs and undertaking road safety audits • Political processes and structures of the Council and its key partners in a rapidly changing environment. • Thorough knowledge of application of standards, specification, systems, guidelines, regulations, policies and legislation appropriate to relevant work area or service • Knowledge of highways and transportation issues and services including Asset management, project, programme and risk management, Performance management and Contract / Partnership management. • Knowledge of cost estimating and building of budget estimates • Programme, project and risk management • Experience in dealing with customers, stakeholders and service providers 	
Disclosure and Barring Service – DBS Checks	
<ul style="list-style-type: none"> • This post does not require a DBS check. 	
Job working circumstances	
Emotional Demands	<ul style="list-style-type: none"> • Minimal
Physical Demands	<ul style="list-style-type: none"> • Normal
Working Conditions	<ul style="list-style-type: none"> • No additional demands
Other Factors	
<ul style="list-style-type: none"> • Ability to attend evening meetings when required • Able to travel throughout the area 	