

Post Specification

Post Specification - Key Information

- **Post Title: Assistant Traffic Management Technician**
- **Date: August 2025**
- **Post Group Number: 5442**
- **Job Family: Regulation and Technical**
- **Job Family Role Profile: RT6**
- **Final Grade: 6**

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

Service Area Description

Traffic Management

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

1. 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.
2. Carry Out duties using the computer systems and other available systems
3. Obtain and evaluate accident data and other traffic management related data such as traffic signs, road markings, traffic regulation orders etc.
4. Undertake road safety education and marketing related work, and road safety audit activities
5. To carry out surveys and produce data for input to the appropriate asset management register
7. Provide basic technical advice and project advice to colleagues across the Highways and
8. Transportation service in respect of the activities undertaken
9. Planning and organising own work programme/s to meet given deadlines
10. Providing advice on the application of legislation, regulation, policy and principles to both internal and external customers of the Council
11. Inspecting and assessing compliance with Council policies and regulatory frameworks and enforcing/assuring their application. Instructing parties to contracts relevant to area of work

12. Inspecting and assessing compliance with contract delivery and undertaking monitoring of expenditure
13. Compiling reports and information on work related issues, work programmes and Council initiatives
14. 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 the asset management process
15. Assist with the organising and coordination of the work of the team
16. 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
17. To relocate to and work within other functional teams as required to deal with work demands across the Highways and Transportation service
18. Produce designs, drawings, specification, contract documents including bills of quantities in respect of relevant projects
19. Contributing to effective team working
20. Deal with enquiries and complaints in accordance with established protocol and produce letters and reports relevant to the issues raised
21. Liaise with stakeholders and Other parties both internal and external to the Council
22. 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
23. Work within relevant professional practice/standards/guidance as defined by a framework of Council best practice and procedures, as well as legislative guidelines
24. Carry out other tasks commensurate with the grade as required by the Team Leader Traffic Management

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

Key Facts and Figures of the Post

- **Budget Responsibilities:** None
- **Staff Management Responsibilities:** None
- **Other:** None

Essential Criteria

- **Qualifications:**
- Relevant technical, vocational or part- professional qualification
- A proactive interest in self-development
- **Knowledge:**
- Knowledge of Local government
- Knowledge of construction contracts and traffic management or road safety principles

- Understanding the importance of national highway design standards
- Computer literate and ability to use Microsoft Office Word and Excel
- A clear understanding of the operations of the Highways and Transportation Service
- Understanding of political processes in a County Council setting
- Knowledge of local political structures
- Maintains an up to date knowledge of the relevant industry
- **Experience:**
- Experience of working in a relevant technical team environment
- Letter writing and report writing experience
- Experience of dealing with the public or working in a Local Government environment
- Experience of highway, transportation or construction design
- Experience Of highway road safety and improvement work including road safety audits
- **Expertise:**
- Ability to draft reports and letters
- Ability to work to deadlines and prioritise workloads
- 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
- Have a flexible approach to work
- Ability to work in a team situation and to motivate others.

Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.

Job Working Circumstances

- **Emotional Demands:** None
- **Physical Demands:** None
- **Working Conditions:** None
- **Other Factors:** N/A