

# Post Specification

## Post Specification - Key Information

- **Post Title: Traffic Management Technician**
- **Date: 5464**
- **Post Group Number: August 2025**
- **Job Family: Regulation and Technical**
- **Job Family Role Profile: RT7**
- **Final Grade: 7**

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

## Service Area Description

Sustainable Transport and Highways service

## Purpose of this Post

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.

To provide basic technical advice and guidance to colleagues particularly in local areas in respect of specifications and standards for temporary and permanent traffic management

## Key Job Specific Accountabilities

1. To carry out activities relating to 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. Obtain and evaluate accident data and other traffic management related data such as traffic signs, road markings, traffic regulation orders etc.
3. Determining the data required to assess given problems and programmes or work, reviewing the analysis , and recommending solutions
4. Provide basic technical advice and project advice to colleagues across the Highways and Transport service in respect of the activities undertaken
5. To carry out surveys and produce data for input to the appropriate asset management register

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

## Key Facts and Figures of the Post

- **Budget Responsibilities:** Responsible for revenue and capital budgets up to £500,000 per annum.
- **Staff Management Responsibilities:** None
- **Other:** None

## Essential Criteria

- **Qualifications:**
- Relevant technical, vocational or part-professional qualification
- **Knowledge:**
- Knowledge of local government
- Knowledge of construction contracts and traffic management or road safety principles
- Knowledge of national highway design standards
- **Experience:**
- Experience of working in a relevant technical team environment
- Letter writing and report writing experience
- **Expertise:**
- Ability to draft reports and letters
- Ability to manage and monitor budgets and programmes of work
- 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 and attend evening meetings when required
- Have a flexible approach to work A proactive interest in self-development

## 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:** No additional demands
- **Other Factors:**
- Ability to attend evening meetings when required
- Able to travel throughout the area