

# Post Specification

## Post Specification - Key Information

- **Post Title: Traffic Management Officer**
- **Date: June 2025**
- **Post Group Number: PG 5451**
- **Job Family: Regulation and Technical**
- **Job Family Role Profile: RT11**
- **Final Grade: 11**

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

## Service Area Description

Highways and Sustainable Transport

## 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 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 surveys, design, and 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. 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:** Responsible for revenue and capital budgets up to £1m per annum
- **Staff Management Responsibilities:** Line management responsibility for approximately 3 technical staff
- **Other:** None

## Essential Criteria

- **Qualifications:**
- A relevant degree or NVQ Level 5 in appropriate discipline or equivalent.
- **Knowledge:**
- Knowledge of the making of traffic regulation orders, design of traffic signs and undertaking road safety audits.
- Knowledge of 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.
- **Experience:**
- Experience of managing projects and contracts to successful outcomes in traffic management field.
- Experience of effective communication with councillors.
- Experience in dealing with customers, stakeholders and service providers.
- **Expertise:**
- Cost estimating and building of budget estimates.
- Programme, project and risk management.

## 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 Authority area.