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# **Job Description**

Job title Traffic Management Officer (Traffic Management)

Directorate PLACE : Regeneration, Culture and Environment

Division Highways

Range MPR 5

Reports to Senior Engineer (Traffic Management)

## **Main purpose of the job:**

Assist with the day-to-day service delivery of traffic management activities, ensuring they do not impact on efficient and reliable journey times for users of the highway network.

Assist with the delivery of temporary traffic management for events and emergencies, including the writing of both temporary and permanent Traffic Regulation Orders, ensuring these are effectively managed and delivered.

Work independently to deliver work programmes, financial reports and project reports, analyse, develop and appraise projects and monitor the performance of schemes to ensure services are provided at the highest level.

Provide advice and support for studies, designs and works to support Local Transport Plan policies and procedures

Liaise with stakeholders in a way that promotes the [One Medway Council Plan](https://www.medway.gov.uk/onemedwayplan) and embeds our [values and behaviours.](https://www.medway.gov.uk/info/200783/our_values_and_behaviours)

## **Accountabilities and outcomes:**

* Assist with the delivery of sustainable solutions for major and complex traffic management projects, including developing long and short-term strategies to ensure the efficient running of the service
* Contribute to the effective management of traffic networks across Medway, assisting with responsive traffic operations, monitoring incidents to minimize disruption on the highway network
* Work in partnership with the emergency services, Kent County Council and Highways England and lead on engagement with local communities and other stakeholders to build sound and productive working relationships
* Carry out analysis of the highway network to identify potential capital schemes that would positively improve traffic flows, presenting information to appropriate teams for potential investment
* Prepare temporary and permanent Traffic Regulation Orders and ensure these are effectively managed and delivered in a timely manner
* Work alongside the Council’s Events Team to assist with temporary traffic management requests for events and emergencies, checking associated documentation to ensure it is accurately reviewed, approved and processed for compliance
* Provide advice on temporary traffic management scenarios and events, to support the delivery of various activities in Medway, including advisory support to the Streetworks Manager
* Develop and manage changes to Traffic Regulation Orders and provide advice on a range of traffic management capital projects to ensure compliance.
* Involvement in the preparation and presentation of reports for Council and Public Meetings to support relevant policies and procedures.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

## **Key Corporate Accountabilities:**

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone’s responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

As a corporate parent, all council employees are responsible for ensuring the well-being and positive outcomes of Medway’s care-experienced children and young people.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Progression Framework.

Work in accordance with the Equality Act 2010 and the Public Sector Equality Duty to eliminate unlawful discrimination, harassment and victimisation. Promoting equality of opportunity, fostering good relations and improving the quality of life and opportunities for everyone living and working in Medway.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Medway Council is a Category One responder in relation to the Civil Contingencies Act (2004) and as a result all staff working for the Authority may be asked to carry out Category One response duties or stand into the role of another member of staff who is responding to a Major Civil Incident.

## **Organisation:**

This role reports to the Senior Engineer (Traffic Management).

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

## **Working Style:**

HYBRID - a flexible working arrangement thereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

# **Person specification**

All criteria at level A are considered essential unless stated otherwise.

## **Qualifications**

### Level A

* 4 GCSEs Grade 4 or above (including Maths and English)
* A Levels of equivalent
* Working towards a range appropriate qualification in relevant discipline
* Full UK Driving Licence

### Level B (in addition to level A criteria)

* Working towards a Degree or equivalent or demonstrable experience in relevant discipline (minimum 2 years)

Level C (in addition to levels A and B)

* Successful completion of a range of appropriate Leadership and Management Qualifications (for example ILM 3 or ILM5)
* Post Graduate qualification relating to 5 years direct experience supporting projects and service activities or varying complexity

## **Knowledge**

### Level A

* Knowledge of practical and procedural administrative and technical/project support duties including use of ICT software packages

### Level B (in addition to level A criteria)

* Demonstrable knowledge of the planning, development and implementation of Traffic Schemes
* Ability to detail, describe and demonstrate involvement in the financial processes and systems applicable to the remit of the role, including budget monitoring and forecasting, performance monitoring and evaluation

### Level C (in addition to levels A and B)

* Full autonomy, able to manage team and large scale traffic management projects without referring to Line Manager
* Ability to detail the roles and responsibilities of the service in relation to Traffic schemes, including statutory and non-statutory services

## **Experience**

### Level A

* Suitable experience working in a Traffic Management discipline, including working on network improvement schemes
* Experience of dealing with some exposure to disagreeable, unpleasant or hazardous environmental working conditions, such as working outside in all weathers or people related behaviours such as verbal abuse
* Supporting a small team

### Level B (in addition to level A criteria)

* Ability to observe, assess and take authoritative action in respect of Traffic Management
* Experience of co-ordinating and compiling data from others into template documents for business continuity plans, risk assessments, event planning and traffic schemes

### Level C (in addition to levels A and B)

* Experience of providing support for traffic management and associated schemes and events, including contributions towards project planning, procurement, delivery, budget management and governance
* Experience in relevant engineering discipline for a minimum 15 years

## **Skills**

### Level A

* Supporting the delivery of traffic schemes/projects and providing appropriate technical advice in relevant discipline to others
* Supporting and managing processes, performance monitoring and evaluation, including procurement activities

### Level B (in addition to level A criteria)

* Working towards a project management qualification
* Demonstrates ability to analyse and interpret varied and complex traffic related information or situations and able to develop solutions and/or strategies
* Ability to progress a series of activities within recognised guidelines, making frequent decision without ready access to more senior officers, except for advice on policy or resource issues

### Level C (in addition to levels A and B)

* Demonstrating ability to deputise for next level of line management
* Able to provide a high level of project/technical support
* Ability to apply practical and procedural knowledge across the service
* Developed communication skills with the ability to present complex information in an understandable way, using a variety of methos across a range of audiences
* Ability to deal with high levels of work-related pressure, for example deadlines, interruptions or conflicting demands