

Post Specification

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| Date | February 2024 |
| Post Group Number | 5861 |
| Post Title | Team Leader - Traffic Signals |
| Job Family | Regulation and Technical |
| Job Family Role Profile | RT14 |
| Final Grade | Grade 14 |

To be read in conjunction with the job family role profile

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| Service Area description |
| Sustainable Transport and Highways within the Traffic Management Team |
| Purpose of this post |
| To manage a small team responsible for the coordination of all aspects of Urban Traffic Control type systems, traffic signal and signalised pedestrian facilities maintenance, improvement, design and provision across the Westmorland and Furness Council area. |
| Key job specific accountabilities |
| <ul style="list-style-type: none"> • To provide a specialist service for the provision of traffic control and signal expertise across the Highways and Transport operation. • Monitor the performance of existing traffic signals, including signalised pedestrian facilities, in terms of optimum signal changes, capacity, road safety and energy efficiency. • Produce performance management data and analyses covering all of the operation of signalised facilities in the relevant local areas. • Planning and organising work/projects to ensure delivery to given timescales and budgets as set down in service or business plan. • To provide mentoring and support to team members. • Preparing reports including the drafting of Cabinet and Locality Board reports. • Coordinating work with the Highway Network Engineer and Traffic Management Team Leaders in the relevant local areas to ensure that elements of design and specification are consistent. • Providing advice to other officers on the interpretation and application of policies, technical principles and regulations/legislation relative to the financial aspects of projects and programmes. • Determining compliance with Council policies and regulatory frameworks and ensuring their application. • Drafting of and reviewing operational and quality management procedures and checklists. • Developing and making recommendations to the Assistant Director for Sustainable Transport and Highways within the bounds of the Council's financial systems and processes, so far as it relates to principles and policies to be adopted for the effective management of projects and programmes. • 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. Organise the analysis of inventory information as part of the Asset Management process in liaison with the Traffic Manager. • Representing the Assistant Director for Sustainable Transport and Highways as part of contract resolution processes with suppliers. • Attend meetings and present reports in the senior manager's absence. |

- Representing the Council's and Directorate's best interests at all times by ensuring effective communications within the Council, with external organisations and the general public.
- Take part in effective liaison with internal and external stakeholders as part of the delivery of programmes and/or the relevant service.
- Contributing to effective team working and aiding on-the-job training of colleagues as well as giving technical guidance, support and training to team members and colleagues.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

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| Budget Responsibilities | <ul style="list-style-type: none"> • Responsible for revenue and capital budgets – accounting for expenditure related with service |
| Staff Management Responsibilities | <ul style="list-style-type: none"> • Line management responsibility for a team of 1-3 staff members |
| Other | <ul style="list-style-type: none"> • Information – Management of information relating to area of service |

Essential Criteria - Qualifications, knowledge, experience and expertise

Qualification/Training

- A relevant degree or NVQ Level 5 in appropriate discipline or equivalent
- Membership of appropriate professional body
- Management qualification

Relevant Experience

- Can demonstrate expertise in own relevant professional field.
- Experience of the layout design and specification of traffic signals and signalised pedestrian facilities.
- Experience of operating the financial and programming aspects of Highways and Transportation projects, programmes and works contracts.
- Experience in dealing with customers and service providers.
- Financial management experience and working with financial management systems.
- Experience of effective communication with councillors.
- Experience of managing projects and contracts to successful outcomes.
- Experience of working with computer systems related to the traffic capacity performance of signalised traffic facilities.

Knowledge

- Political processes and structures.
- Thorough knowledge of application of standards, specifications, systems, guidelines, regulations, policies and legislation appropriate to relevant work areas or service.
- Specific knowledge of the standards and regulations relating to the traffic capacity performance of traffic signals and signalised pedestrian facilities.
- Performance management. Contract/partnership management.
- Asset management, project programme and risk management.
- Evidence of continuing personal and professional development Construction Design Management Regulations.
- Can provide evidence of efforts made to keep up to date with changes in the industry sector and local government.

Skills/Ability

- Political awareness and sensitivity.
- Able to support the Council at meetings with councillors and outside organisations, to communicate effectively, both orally and in writing, in public, partnership, commercial and council settings.

- Able to develop and maintain effective working relationships at all internal levels and externally with partners and others.
- Direct staff and work as an effective team member.
- Financial management
- Able to work under pressure and achieve deadlines.
- Able to work innovatively to develop more effective service delivery.
- A flexible approach to work
- Computer literate and ability to work with computer systems and Microsoft Office suite of programs.
- Project, programme and risk management skills.
- Ability to tackle issues from a conceptual/theoretical base.
- Ability to attend evening meetings when required and work outside of normal working hours.

Personal Skills

- Good communication skills
- Good presentation skills
- Self-motivating
- Ability to influence and negotiate
- Co-ordination and facilitation skills
- Able to travel extensively
- Able to travel extensively throughout the County

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

Job working circumstances

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| Emotional Demands | <ul style="list-style-type: none"> • Minimal |
| Physical Demands | <ul style="list-style-type: none"> • Minimal |
| Working Conditions | <ul style="list-style-type: none"> • Very limited exposure to weather and traffic as part of site inspections. |
| Other Factors | |
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