

Post Specification

Date	October 2023
Post Group Number	PG 5464
Post Title	Traffic Management Technician
Job Family	Regulation and Technical
Job Family Role Profile	RT7
Final Grade	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	
<p>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.</p> <p>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</p>	
Key job specific accountabilities	
<ol style="list-style-type: none"> 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	<ul style="list-style-type: none"> • Responsible for revenue and capital budgets up to £500,000 per annum.
Staff Management Responsibilities	<ul style="list-style-type: none"> •
Other	<ul style="list-style-type: none"> •
Essential Criteria - Qualifications, knowledge, experience and expertise	

Qualification/Training

Relevant technical, vocational or part-professional qualification

Relevant Experience

Experience of working in a relevant technical team environment

Letter writing and report writing experience

Knowledge

Knowledge of local government

Knowledge of construction contracts and traffic management or road safety principles Knowledge

of national highway design standards

Skills/Ability

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

Personal Skills

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