

# TRAFFIC MANAGEMENT TECHNICIAN

## Role Profile



<b>Title</b>	Traffic Management Technician	
<b>Grade</b>	Grade D - E	
<b>Reference:</b>	<b>N707</b>	
<b>Reports to:</b>	Senior Traffic Engineer	
<b>Work style Definition</b>	Fixed base office worker	
<b>Job Type:</b>	Semi Professional	
<b>Primary purpose of role</b>	<p><b><u>Grade D</u></b></p> <p>As a trainee you will play an important role in assisting senior members of the team progressing traffic management &amp; road safety tasks, schemes and initiatives to help reduce collisions, congestion and to enhance the environment</p> <p><b><u>Grade E</u></b></p> <p>As an important part of the Traffic Management Team, assisting with identifying and progressing traffic management &amp; road safety tasks, schemes and initiatives to help reduce collisions, congestion and to enhance the environment.</p>	
<b>Key accountabilities and key measures</b>	<b>Role Outcomes</b>	
	<b>Grade D</b>	<b>Grade E</b>
	<ul style="list-style-type: none"> <li>Assist with the ongoing development, implementation and monitoring of the City's Traffic Management Policies, Strategy's, Plans and Procedures. (10%)</li> <li>Assist with the delivery and design of the traffic management annual programmes (including Living Streets, Keeping our City Moving and Collision Reduction Programmes). (40%)</li> <li>Assist with the delivery of the statutory consultation and implementation of permanent traffic regulation orders (40%)</li> <li>Assist senior colleagues with the provision of expert traffic knowledge, advice and interpretation and statistics (10%)</li> </ul>	<ul style="list-style-type: none"> <li>Assist with the ongoing development, implementation and monitoring of the City's Traffic Management Policies, Strategy's, Plans and Procedures. (10%)</li> <li>Assist with the delivery and design of the traffic management annual programmes (including Living Streets, Keeping our City Moving and Collision Reduction Programmes). (40%)</li> <li>Assist with the delivery of the statutory consultation and implementation of permanent traffic regulation orders (40%)</li> <li>Assist management team with the provision of expert traffic knowledge, advice, interpretation and statistics to all levels of staff, Members, partners and external</li> </ul>

		businesses, consultants and members of the public (10%)
	<b>Role Measures</b>	
	<b>Grade D</b>	<b>Grade E</b>
	<ul style="list-style-type: none"> <li>Assist Management with the production of traffic management policies and documents.</li> <li>Assist with the delivery of Traffic schemes to agreed specification, within set time periods and within set budget constraints.</li> <li>Assist with the analysis of current procedures to ensure compliance with the wide range of highways and traffic management legislation and new legislation adopted ole measure here</li> <li>Assist with the preparation of new Traffic Regulation Orders (TRO's).</li> <li>Current TRO's are enforceable and regularly consolidated in line with best practice.</li> <li>Reliable and correct information being passed to stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>Approved, published and regularly reviewed strategic traffic management policies and documents.</li> <li>Delivery of Traffic schemes to agreed specification, within set time periods and within set budget constraints.</li> <li>Current procedures are frequently analysed to ensure compliance with the wide range of highways and traffic management legislation and new legislation adopted.</li> <li>New Traffic Regulation Orders (TRO's) are progressed in line with current legislation, industry best practise and City Council policy, protocols &amp; procedures.</li> <li>Current TRO's are enforceable and regularly consolidated in line with best practise.</li> <li>Intelligent Traffic Signals strategy consulted upon, approved and regularly reviewed.</li> <li>Reliable and correct information being passed to stakeholders.</li> </ul>
<b>Key activities</b>	<b>Grade D</b>	<b>Grade E</b>
	<ul style="list-style-type: none"> <li>Assist with the design, consultation and key contributor to the client function for Traffic Management Schemes and Programmes, on time and within set budget constraints. (25%)</li> <li>Design and consultation of the City's Traffic Regulation Orders, public notices and statutory consultations and associated plans. (30%)</li> <li>The formulation of task orders and subsequent quality checking of associated works (10%)</li> </ul>	<ul style="list-style-type: none"> <li>Design, consultation and key contributor to the client function for Traffic Management Schemes and Programmes, on time and within set budget constraints. (20%)</li> <li>Design and consultation of the City's Traffic Regulation Orders, public notices and statutory consultations and associated plans. (30%)</li> <li>Key contributor to the commissioning of Road Safety Audits and the undertaking of</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Traffic sign design in accordance with traffic signs regulations and general directions. level (10%)</li> <li>▪ Consultation with numerous stakeholders on traffic management proposals, including arranging and attending public meetings. (15%)</li> <li>▪ Contributor to collision data and the undertaking of the City's Annual Collision Reduction Review. (5%)</li> <li>▪ Ensure that Health &amp; Safety and CDM (Construction Design &amp; Management) responsibilities are followed, in order to ensure the safe and appropriate undertaking of the Traffic Management Teams work tasks. (5%)</li> <li>▪ Carry out other duties appropriate to the grade of the post</li> </ul>	<p>Minor Scheme Safety Assessments (5%)</p> <ul style="list-style-type: none"> <li>▪ The formulation of task orders and subsequent quality checking of associated works (5%)</li> <li>▪ Traffic sign design in accordance with traffic signs regulations and general directions. level (10%)</li> <li>▪ Key contributor to the production of new Policies, Strategies, Procedures and subsequent annual review of these documents. (10%)</li> <li>▪ Consultation with numerous stakeholders on traffic management proposals, including arranging and attending public meetings. (5%)</li> <li>▪ Contributor to collision data and the undertaking of the City's Annual Collision Reduction Review. (5%)</li> <li>▪ Ensure that Health &amp; Safety and CDM (Construction Design &amp; Management) responsibilities are followed, in order to ensure the safe and appropriate undertaking of the Traffic Management Teams work tasks. (5%)</li> <li>▪ Responsible for informing contractors of required design changes, to ensure the smooth implementation of the scheme. The post-holder must take into account both legal and safety matters when making such decisions (5%)</li> <li>▪ Carry out other duties appropriate to the grade of the post</li> </ul>
<b>Essential qualifications/ knowledge</b>	<b>Grade D</b>	<b>Grade E</b>
	<ul style="list-style-type: none"> <li>▪ Minimum of 5 GCSE's at grade A*-C (9-4) or equivalent (Maths and English required)</li> <li>▪ Willing to work towards Eng. Tech status, if not already held</li> </ul>	<ul style="list-style-type: none"> <li>▪ Minimum of 5 GCSE's at grade A*-C (9-4) or equivalent (Maths and English required)</li> <li>▪ Knowledge of Construction Design and Management, Chapter 8 Temporary Traffic Management and Traffic Sign Regulations and General Directions and all other Traffic Management guidance and legislation.</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Willing to work towards Eng. Tech status, if not already held</li> </ul>
<b>Desirable qualifications/knowledge</b>	<b>Grade D</b>	<b>Grade E</b>
	<ul style="list-style-type: none"> <li>▪ Knowledge of Traffic Management legislation and procedures.</li> <li>▪ Knowledge of Construction Design and Management, Chapter 8 Temporary Traffic Management and Traffic Sign Regulations and General Directions and all other Traffic Management guidance and legislation.</li> </ul>	<ul style="list-style-type: none"> <li>▪ New Roads and Street Works Act Qualification</li> <li>▪ Traffic Regulation Order Systems Training/Knowledge (such as ParkMap)</li> <li>▪ Chapter 8 Temporary Traffic Qualification</li> </ul>
<b>Essential experience</b>	<b>Grade D</b>	<b>Grade E</b>
	<ul style="list-style-type: none"> <li>▪ Reasonable experience of Plymouth Highways non-technical working practices, policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of Traffic Sign and Lining Design.</li> <li>▪ Experience of using and design based software such as ParkMap, KeyLines and Signs and AutoCad.</li> </ul>
<b>Desirable experience</b>	<b>Grade D</b>	<b>Grade E</b>
	<ul style="list-style-type: none"> <li>▪ Experience electronic works/task ordering systems</li> <li>▪ Experience of delivering Traffic Regulation Orders from inception through to delivery in line with the The Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996 and local authority protocols.</li> <li>▪ Experience of the analysis, design and installation of Traffic Management and collision reduction schemes.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience electronic works/task ordering systems</li> <li>▪ Experience of delivering Traffic Regulation Orders from inception through to delivery in line with the The Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996 and local authority protocols.</li> <li>▪ Experience of the analysis, design and installation of Traffic Management and collision reduction schemes.</li> </ul>
<b>Essential skills</b>	<b>Grade D</b>	<b>Grade E</b>
	<ul style="list-style-type: none"> <li>▪ Excellent inter-personal and communication skills, written and verbal</li> <li>▪ Demonstrate commitment to high quality service delivery</li> <li>▪ The ability to deliver under pressure, on time and to remit</li> <li>▪ Ability to problem solve</li> </ul>	<ul style="list-style-type: none"> <li>▪ Excellent inter-personal and communication skills, written and verbal</li> <li>▪ Demonstrate commitment to high quality service delivery</li> <li>▪ The ability to deliver under pressure, on time and to remit</li> <li>▪ Ability to problem solve</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Ability to assimilate and apply policy and legislative requirements</li> <li>▪ Prioritisation and organisation skills</li> <li>▪ Ability to collate, analyse and interpret data from a variety of data collection methods and undertake statistical and financial analysis</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ability to assimilate and apply policy and legislative requirements</li> <li>▪ Prioritisation and organisation skills</li> <li>▪ Ability to collate, analyse and interpret data from a variety of data collection methods and undertake statistical and financial analysis</li> </ul>
<b>Corporate standards</b> <ul style="list-style-type: none"> <li>▪ In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.</li> <li>▪ Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.</li> <li>▪ Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.</li> <li>▪ Undertake all duties with due regard to the corporate equalities policy and relevant legislation.</li> </ul>		