

City of Wolverhampton Council

Job Description

Job title:	Technical Specialist – Traffic Regulation Orders
Directorate:	Economy
Service:	Resident Services
Location:	Any suitable location within the City of Wolverhampton
Workstyle:	Flexible
Responsible to:	Professional Lead – Traffic Regulation Orders
Salary Grade:	Grade 6

Job Purpose and Role:

To provide a professional and efficient service, for the consideration and implementation of Traffic Regulation Orders, both permanent and experimental, to support the efficient and effective delivery of Major Works and Minor Works programmes and to contribute towards the development and delivery of Programmes and Schemes.

To deputise for the Professional Lead Traffic Regulation Orders as and when required.

1. Under the general direction of the Professional Lead Traffic Regulation Orders to assist with the management of the Service including the effective discharge of its employee, financial, strategic and management functions and operational co-ordination.
2. To assist with the management of all permanent and experimental Traffic Regulation Order (TRO) processes and progress each TRO through the proper statutory processes to ensure their successful promotion and implementation, in accordance with legal requirements.
3. To administer the formal public consultation processes in connection with promoting traffic regulation orders; including liaison with Councillors, MP's, stakeholders and the general public, collation of responses and communications.
4. Providing specialist technical advice on Traffic Regulation Orders, traffic and road safety engineering and associated matters including the investigation, provision of advice, and implementing suitable design solutions.
5. To ensure that Traffic Regulation Order and Advisory Road Marking records are updated and maintained accurately and to a high standard.

6. To assist with aspects of applications for advisory road markings i.e. disabled bays and extended H markings, including assessment of eligibility, payments and design.
7. To contribute towards the development and maintenance of procedures and control mechanisms for the TRO process as directed by the Professional Lead – Traffic Regulation Orders.
8. To assist in the preparation and presentation of correspondence, reports, notices, letters and legal evidence to effectively execute the functions of the Service.
9. To support in the commission, co-ordination, and the audit of the implementation of approved Traffic Regulation Orders, Advisory Road Markings and Road Safety Schemes.
10. The post-holder may be required to undertake duties based on the needs of the service outside normal office hours as directed by the Head of Service, and in accordance with the agreed working pattern for the post and the council's Conditions of Service
11. To provide support on the suitable project/ service delivery and procurement/ commissioning options to ensure that programming targets, budget constraints and sustainability objectives are met.
12. To ensure that the disciplines of service improvement, value management and value engineering are fully as service delivery objectives.
13. To work with colleagues from across the Black Country, the West Midlands, and other partners/ stakeholders to support collective economic growth and regeneration priorities through facilitating an efficient and effective highways and transportation network across the region.
14. To collaborate and liaise with staff across the City Council, external bodies, and agencies (statutory and non-statutory) to ensure the competent management and execution of the Council's business.
15. To assist with the delivery of the Service's function in accordance with the Council's corporate, legal, financial, human resources and professional management standards, corporate priorities, and policies, ensuring that the Council's Constitution is complied with in all respects.
16. To assist with the effective delivery of the service in accordance with legal requirements, statutory guidance, and codes of practice.
17. To contribute towards the Service development and Learning and Development Plan to support effective delivery.
18. To assist in delivering an excellent Transportation Service and be committed to continuous improvement through the development of service plans which meet the strategic objectives of the Council along with regional transportation objectives.

19. Prepare and present reports to senior management, Cabinet, Scrutiny, other Committees of the Council, the Integrated Transport Authority and to other organisations and customers of the service as may be required.
20. To assist the with the annual Highway Fees and Charges review
21. To ensure those enquiries and complaints from Elected Members and the public are dealt with expeditiously and politely, in accordance with the Council's customer care policy.
22. To act in accordance with the Council's Constitution and other Codes of Conduct.
23. To participate in staff development, appraisal, and training as appropriate, including continuous professional development.
24. To prepare correspondence, reports, notices, letters, and legal evidence to effectively execute the functions of the Service and where necessary representation on behalf of the Council in respect of subsequent legal proceedings or other actions.
25. To undertake any other tasks, duties, and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
26. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, General Data Protection Regulations, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City-wide priorities.
27. To support the Council's commitment to crime reduction and community safety.
28. To support the delivery of the City Strategy and Alcohol Strategy and other citywide priorities.
29. To participate in the wider development of the service and contribute to service improvement as required.
30. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
31. Effectively manage and review allocated contracts to ensure the required level of performance and best value is achieved in line with the Council's key strategies; as appropriate and training provided.
32. Work with key stakeholders when required to effectively manage contracts to achieve the best outcome for the delivery of the Council's objectives; as appropriate and training provided.

City of Wolverhampton Council is committed to Corporate Parenting.

“Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after.”

Effective date

Signature of post holder

City of Wolverhampton Council

Personnel Specification

Job title: Technical Specialist – Traffic Regulation Orders

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS	<ul style="list-style-type: none"> HNC/HND in an appropriate technical discipline – highways and transportation or significant demonstrable experience in the area 	<ul style="list-style-type: none"> Membership of an appropriate professional institution or working towards it. 	<ul style="list-style-type: none"> Application Form Production of Certificates
TRAINING	<ul style="list-style-type: none"> Full Driving Licence. Appropriate technical training 	<ul style="list-style-type: none"> Health & Safety. HERS ECS Sector 8 scheme accreditation. Specialist design software including AutoCAD. 	<ul style="list-style-type: none"> Application Form CPD documentation
EXPERIENCE	<ul style="list-style-type: none"> Experience in Traffic Regulation Orders Management of databases and/or record systems together with complementary computer skills 	<ul style="list-style-type: none"> Relevant and appropriate experience of working in a traffic and/or transportation environment. Awareness of current developments in traffic control and management systems. 	<ul style="list-style-type: none"> Application Form Interview
SPECIAL KNOWLEDGE/ SKILLS	<ul style="list-style-type: none"> Good understanding of standard office computer software. Ability to communicate effectively, orally and in 	<ul style="list-style-type: none"> Understanding of Local Government and Police Operations Good understanding of the Freedom of Information Act; Human Rights Act; Data Protection Act 	<ul style="list-style-type: none"> Application Form Interview

	writing	<ul style="list-style-type: none"> • Good understanding of Procurement Processes. 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Ability to manage competing workloads and meet deadlines. • Able to work well with others and to establish good working relationships. 		<ul style="list-style-type: none"> • Application form • References • Interview
INTEREST AND MOTIVATION RELEVANT TO THE JOB	<ul style="list-style-type: none"> • Desire to develop and deliver an effective and high-quality service. • Interest in developing and maintaining reliable systems. 		<ul style="list-style-type: none"> • Application form • Interview • References
COMMITMENT	<ul style="list-style-type: none"> • Able to demonstrate a strong commitment to public service • To meeting the challenges of a constantly evolving Local Authority environment 		<ul style="list-style-type: none"> • Application Form • Interview