

WOLVERHAMPTON CITY COUNCIL

JOB DESCRIPTION

<u>Post Designation:</u>	Professional Lead – Traffic Management
<u>Directorate:</u>	City Environment
<u>Service Group:</u>	Highway Network Management
<u>Division:</u>	City Transportation
<u>Responsible to:</u>	Service Manager
<u>Salary Grade:</u>	Grade 07

Job Purpose and Role

To manage and assess temporary Traffic Management applications, requests for highway licences, and processing Temporary Traffic Regulation Orders to support Road Works and events. To provide the highway point of contact for the organisation and management of public events taking place across the city.

To deputise for the Service Manager as and when required.

Principal Duties and Responsibilities

1. Under the general direction of the Service Manager to assume responsibility for the management of the Service including the effective discharge of its employee, financial, strategic and management functions and operational co-ordination.
2. Managing professional, technical and support staff to ensure the development and discharge of the Council's policies in respect of network development matters.
3. To lead and manage all Temporary Traffic Regulation Orders (TTRO) processes and progress each TTRO through the proper statutory processes to ensure their successful promotion and implementation, in accordance with legal requirements.
4. To effectively manage and assess all requests for temporary traffic management including works on the highway, abnormal loads, and public events.
5. To effectively support the management and assessment of public events through the Safety Advisory Committee and to manage the traffic management and highway safety aspects associated with public events
6. To assess the impact of any works and impose appropriate permit conditions to minimise disruption to traffic networks and any foreseeable inconvenience which could be caused to road users.

7. To establish any conflicts with other works being carried out on the road, or if the road is subject to any restrictions, such as a traffic sensitive designation.
8. To aid and support the Traffic Manager to manage and administrate the Permit Scheme System and associated systems, communicating with any other adjoining authority that may be affected, including the emergency services and organisations catering for disabled groups.
9. To prepare and present 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.
10. The post-holder will 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 advice and 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 attend and represent the Council at Magistrates Court, public inquiries, appeals and panels as appropriate.
13. To ensure that the disciplines of service improvement, value management and value engineering are fully as service delivery objectives.
14. 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.
15. 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.
16. To ensure 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.
17. To ensure the service is delivered in a cost-effective way and that budgets are managed to support the economic, environmental and regeneration aspirations of the City Council.
18. To ensure the effective delivery of the service in accordance with legal requirements, statutory guidance, and codes of practice.
19. To facilitate the Service's contribution to development of the Learning and Development Plan and to ensure its effective delivery.

20. 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.
21. 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.
22. To represent the Council at public meetings and Cabinet/Committee/Scrutiny meetings as required.
23. To undertake the annual Highway Fees and Charges review and to assist the Service Manager in the financial management of the service.
24. 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.
25. To act in accordance with the Council's Constitution and other Codes of Conduct.
26. To participate in staff development, appraisal, and training as appropriate, including continuous professional development.
27. 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.
28. 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.
29. To comply with the Council's Equalities, Crime and Disorder and Health and Safety policies.
30. To support the Council's commitment to crime reduction and community safety.
31. To support the delivery of the City Strategy and Alcohol Strategy and other citywide priorities.
32. To participate in the wider development of the service and contribute to service improvement as required.

WOLVERHAMPTON CITY COUNCIL
PERSONNEL SPECIFICATION

Post Designation: **PROFESSIONAL LEAD – TRAFFIC MANAGEMENT**

Job Purpose and Role:

To manage 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 programme and to contribute towards the development and delivery of Programmes and Schemes.

To deputise for the Service Lead as and when required.

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS	<ul style="list-style-type: none"> Degree or equivalent in a relevant discipline or extensive demonstrable experience in the area Membership of a relevant professional institution or working towards it. 	<ul style="list-style-type: none"> Membership of an appropriate professional institution. Supervisory or management qualification 	<ul style="list-style-type: none"> Application Form Production of Certificates.
TRAINING	<ul style="list-style-type: none"> Full Driving Licence. Appropriate technical training HERS ECS Sector 8 scheme accreditation. Specialist design software including AutoCAD. 	<ul style="list-style-type: none"> Health & Safety. 	<ul style="list-style-type: none"> Application Form CPD documentation.
EXPERIENCE	<ul style="list-style-type: none"> Extensive experience in Traffic Regulation Orders Budgetary management. 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 writing 	<ul style="list-style-type: none"> Understanding of Local Government and Police Operations 	<ul style="list-style-type: none"> Application Form Interview.

		<ul style="list-style-type: none"> • Good understanding of the Freedom of Information Act; Human Rights Act; Data Protection Act • Good understanding of Procurement Processes. 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Ability to manage competing workloads and meet deadlines • Leadership skills in performance standards • To have the willingness to take lead responsibility on projects. • Ability to motivate, control and lead a team of engineers • 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. • Enjoy working in an outdoor environment, willingness to work in varying weather conditions. 		<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"> • Track record • Application Form • Interview