|  |
| --- |
| **Job Description** |
| **Post title** | Traffic Asset Senior Technician  |
| **JE Reference No** | A4302 |
| **Grade** | Grade 7 |
| **Service** | Regeneration and Local Services |
| **Service Area** | Technical Services – Strategic Highways, Traffic Asset Team |
| **Reporting to** | Traffic Asset Assistant Engineer |
| **Location** | Your normal place of work is to be agreed, but you may be required to work at any Council workplace within County Durham. |
|  |
| **DBS** | This post **is not** subject to a disclosure.. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |
|  |  |

|  |
| --- |
| **Description of role** |

To provide support and technical assistance to the Traffic Asset Manager in co-ordinating and

implementing physical works including the preparation of plans, details, schedules, documentation

and contracts for highways and traffic works.

|  |
| --- |
| **Duties and responsibilities** |

* To undertake area work associated with Traffic Safety and Management.
* To prepare traffic schemes, maintenance works and other traffic safety and management works projects.
* To liaise effectively with other County Council services, relevant outside bodies, Elected Members and the public on the work of the Team.
* To co-operate effectively with others in the corporate working of the service.
* To support and provide technical assistance and, in particular, co-ordination between Strategic Highways Management and Highways Operations.
* To support management information systems.
* To assist with the motivation, development and support of staff within the Team to ensure that they maximise their potential.
* To train and develop junior and trainee technicians.
* To respond appropriately to emergencies arising in relation to the work of the Team.
* Where appropriate, to undertake academic and practical training with a view to becoming an Incorporated Engineer.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Traffic Asset Senior Engineer.

|  |
| --- |
| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

|  |
| --- |
| Person specification |
|  | Essential | Desirable |
| Qualifications | * Either possess or be working towards HNC Civil Engineering (or equivalent)
 | * Registration with or Associated Membership of an appropriate Professional Institution working towards Incorporated Engineer status.
 |
| Experience | * Experience in Highway Engineering or Traffic related environment.
 | * Dealing with Local Government officers and officers of other organisations.
* Dealing with members of the public and Elected Members.
* Working in accordance with a quality management system.
 |
| Skills & Knowledge | * Proficient in the use of Autocad
* Ability to analyse and resolve complex technical problems and formulate a design solution.
* Ability to communicate effectively both orally and in writing.
* Ability to undertake detailed site measures and surveys.
 | * Good IT skills
* Use of Autocad design packages.
* Ability to visualise solutions to problems
* A knowledge of Local Government
 |
| Personal Qualities | * A flexible approach to work and the capability to work under pressure to deadlines.
* Self-motivated and able to work under own initiative, but in accordance with the priorities of the section.
* Ability to develop ideas and concepts in to projects.
* Travel is an essential requirement of the post
 | * Ability to work as part of a multi-disciplinary team.
* Self confident and reliable.
* Ability to develop ideas and concepts into projects and policies
 |
| **Special Requirements** | * Due to the requirement to drive a County Council vehicle in this role, appointment will be subject to the production of a valid driving licence for the required category of vehicle and the satisfactory completion of an in-house Driver Induction Assessment.
* May be required to work outside normal hours
 |  |