

## Job Description

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| <b>Post Title</b>                           | Traffic Engineer                                                                                                                                                                                                                         |
| <b>Job Evaluation</b>                       | Grade 8 – N11160<br>Grade 9 – N11161<br>Grade 10 – N11162                                                                                                                                                                                |
| <b>Grade</b>                                | Grade 8, 9 or 10                                                                                                                                                                                                                         |
| <b>Service</b>                              | Neighbourhoods and Environment                                                                                                                                                                                                           |
| <b>Service Area</b>                         | Transport & Contract Services – Strategic Traffic                                                                                                                                                                                        |
| <b>Reporting to</b>                         | Sustainable Transport & Advertising Team Leader                                                                                                                                                                                          |
| <b>Location</b>                             | Your normal place of work is Corten House, Aykley Heads, but you may be required to work at any Council workplace within County Durham                                                                                                   |
| <b>Disclosure and Barring Service (DBS)</b> | This post <b>is not</b> subject to a disclosure.                                                                                                                                                                                         |
| <b>Flexitime</b>                            | This post <b>is</b> eligible for flexitime                                                                                                                                                                                               |
| <b>Politically restricted</b>               | This post <b>is not</b> 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

The postholder will be responsible for designing, commissioning, and delivering schemes associated with, public transport, walking & cycling, traffic management, road safety engineering and/or transport planning initiatives, in accordance with relevant standards and legislation.

The postholder will be responsible for the provision and maintenance of public transport infrastructure within the county whilst also liaising with Elected Members, Developers, AAPs, Parish Councils and other bodies to ensure the delivery of quality infrastructure.

## Duties and Responsibilities

- To design, implement and co-ordinate engineering works including public transport, walking & cycling, traffic management and road safety schemes.
- To deal with day to day public transport, walking & cycling, traffic and highway matters reported by the general public, Elected Members and other Authorities / Organisations.
- To assist in the management, development and maintenance of systems used to ensure public transport, walking & cycling, traffic / highway management activities are carried out efficiently, economically and effectively.
- Supervising personnel and liaising with legal colleagues to oversee the preparation and implementation of Traffic Regulation Orders.

- To supervise a team designing and implementing public transport, walking & cycling and traffic management schemes, producing and checking technical drawings and reports.
- To assist senior staff to manage and report on budgets associated with the work of the Team.
- To provide advice and guidance to colleagues and developers on the provision of public transport infrastructure throughout the planning process.
- To implement the authorities Brown Tourist Sign Policy by managing, designing and installing brown tourist signs on behalf of Tourist Attractions.
- To assess school walking routes on behalf of other departments to determine adherence to standards and criteria set in the School Walking Route Assessment Policy.
- To provide advice and guidance on design standards to colleagues as well as designing and implementing walking and cycling schemes.
- To provide assistance with the maintenance, design and implementation of bus shelter advertising
- To provide assistance to senior staff in work associated with the Team.
- To collate information and assist in drafting reports to be presented to managers and committees.
- To represent the Director at meetings, working groups, panels etc as directed.
- To assist with the motivation, development and support of colleagues within the Team to ensure that they maximise their potential.

## **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.

## **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.

## **Salary and Bars**

The Traffic Engineer post encompasses the salary range from grade 8 to 10 which equates to Spinal Column Points 20 to 31. Job evaluation has been undertaken for the three different grades. The Bars are as follows:

### ***Grade 8 (SCP 20 to 25) – Knowledge Level***

Qualified to HNC Level and experience of working in a traffic engineering, highways, civil engineering or related environment. Working with degree of supervision on some tasks, such as scheme development, problem solving, project supervision and undertaking meetings with stakeholders, Cllrs and members of the public.

### ***Grade 9 (SCP 24 – 28) – Experience Level***

Qualified to HNC Level and substantial experience of working independently in the traffic engineering / highways environment. and able to demonstrate, with evidence, experience of working on multiple schemes under limited supervision and ability to work within recognised legislation, policy or procedures. Working independently on scheme development, problem solving, project supervision and undertaking meetings with stakeholders, Cllrs and members of the public.

### ***Grade 10 (SCP 27 – 31) – Practitioner Level***

Qualified to HNC Level and considerable experience working in the traffic engineering / highways environment and able to demonstrate, with evidence, their significant experience working on multiple larger more complex schemes under minimal supervision and interpreting various pieces of legislation, policies or procedures to give recommendations and advice. Working Independently on more complex tasks and teaching others to attain a similar level.

Progression will be based on an objective measurement of evaluation criteria as each level is reached through a 'progression interview' by a progression panel which would consist of at least two Line Managers. Each member of staff will be expected to be undertaking the actual work and demonstrating competency commensurate with their career grade level rather than just having the training or skills to allow them to

potentially undertake such work. The panel will consider each officer's suitability to progress based on a number of measures including the following:

- Behaves as a professional and is committed to their own development
- Has demonstrated strong performance
- Applies relevant knowledge in practice
- Demonstrates the ability to reflect on best practice
- Builds reflective relationships with internal and external stakeholders; and
- Participates in team meetings and other means of personal development.

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

| Attributes                  | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Desirable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| <b>Qualifications</b>       | <ul style="list-style-type: none"> <li>• HNC in Civil Engineering or equivalent in a relevant subject</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>• Incorporated Engineer or working towards Incorporated status.</li> <li>• Degree in Civil Engineering (or equivalent)</li> <li>• Recognised management qualification.</li> </ul>                                                                                                                                                                                                                                                                                                                               |
| <b>Experience</b>           | <ul style="list-style-type: none"> <li>• Experience at an appropriate level of public transport, walking &amp; cycling, traffic management and road safety schemes.</li> <li>• Experience in dealing with members of the public and Elected members</li> <li>• Experience in performance and project management</li> <li>• Experience of Service objectives, policies and strategies.</li> <li>• Experience of managing change.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>• Experience in Highway design and implementation applying sound engineering principles to practical solutions.</li> <li>• Use of autocad and microsoft software.</li> <li>• Experience of Traffic Regulation Orders</li> <li>• Experience of Speed Management</li> </ul>                                                                                                                                                                                                                                       |
| <b>Skills and Knowledge</b> | <ul style="list-style-type: none"> <li>• Knowledge of Local Government organisations and the funding process and mechanisms.</li> <li>• Knowledge of government policy and legislation associated with Road Traffic Regulation.</li> <li>• Ability to communicate effectively, both orally and in writing</li> <li>• Ability to apply sound engineering principles to practical solutions</li> <li>• Ability to work in partnership with outside organisations and to forge effective relationships.</li> <li>• Ability to respond quickly and efficiently to a wide range of queries from Senior Management, elected Members and other staff</li> <li>• Analytical and decision-making skills</li> <li>• Awareness of Committee management and working with Elected Members.</li> <li>• Good IT skills.</li> <li>• A knowledge of equality and diversity issues.</li> </ul> | <ul style="list-style-type: none"> <li>• Knowledge of CDM regulations.</li> <li>• An appreciation of the sustainability agenda.</li> <li>• Ability to make oral presentations to senior management and or elected members.</li> <li>• Ability to work using own initiative</li> <li>• An understanding of local government</li> <li>• Some knowledge of highway and road traffic law.</li> <li>• Ability to lead a multi-disciplinary team.</li> <li>• Ability to lead in the development of ideas and concepts into projects and policies.</li> </ul> |

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| <b>Personal Qualities</b> | <ul style="list-style-type: none"><li>• Enthusiastic, motivated, committed.</li><li>• Approachable, team player, and motivator.</li><li>• A flexible approach to work and a capability to work under pressure to deadlines.</li><li>• Willingness to attend meetings outside of normal working hours when required. Good organisational ability and communication skills including</li><li>• Self-motivated and able to work under own initiative and set team priorities.</li><li>• Self confident and reliable.</li><li>• Commitment to the concept and values of public service.</li></ul> | <ul style="list-style-type: none"><li>• To have an understanding of the contribution of the Service, Section and team to the Council's corporate objectives.</li></ul> |
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