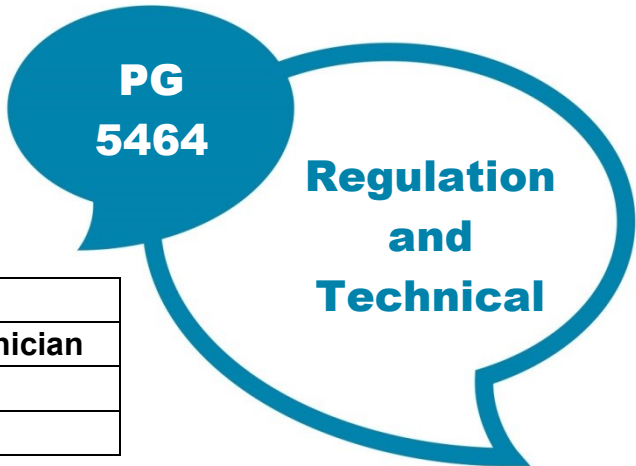


Post Specification



Date	August 2017
Post Title	Traffic Management Technician
Role Profile	RT7
Final Grade	Grade 7

To be read in conjunction with your role profile

Service Area (brief description)	
Highways Transport and Fleet Service	
Purpose of this post	
<ul style="list-style-type: none"> To be a member of a team in the relevant local area, involved in the preparation, design and processing of temporary and permanent traffic management schemes (including casualty reduction schemes and parking schemes), and undertaking accident data and inventory collection, to given timescales, costs and specification To provide basic technical advice and guidance to colleagues particularly in local areas in respect of specifications and standards for temporary and permanent traffic management 	
Key job specific accountabilities (max 5)	
<ul style="list-style-type: none"> To carry out activities relating to surveys, design, and specification associated with the implementation of temporary and permanent traffic management schemes and measures, including casualty reduction, cycle-ways and parking schemes. Carry out duties using the computer systems and other available systems Obtain and evaluate accident data and other traffic management related data such as traffic signs, road markings, traffic regulation orders etc. Determining the data required to assess given problems and programmes or work, reviewing the analysis , and recommending solutions Provide basic technical advice and project advice to colleagues across the Highways and Transport service in respect of the activities undertaken To carry out surveys and produce data for input to the appropriate asset management register 	
Key facts and figures of the post	
Budget responsibilities	Responsible for revenue and capital budgets up to £500,000 per annum.
Staff management responsibilities	
Other	

Post Specific - Qualifications, knowledge, experience and expertise

Qualification/Training

Relevant technical, vocational or part-professional qualification

Relevant Experience

Experience of working in a relevant technical team environment
Letter writing and report writing experience

Knowledge

Knowledge of local government
Knowledge of construction contracts and traffic management or road safety principles
Knowledge of national highway design standards

Skills/Ability

Ability to draft reports and letters
Ability to manage and monitor budgets and programmes of work
Ability to work to deadlines and prioritise workloads
Computer literate and ability to use Microsoft Office Word and Excel
Ability to liaise effectively with people and bodies internal and external to the Council

Personal Skills

An effective communicator
To be self-motivating and be able to react and respond to the job demands
To be able to seek advice from other team members as appropriate
Able to work outside of normal office hours and attend evening meetings when required
Have a flexible approach to work
A proactive interest in self-development

Job working circumstances (only include if additional JWCs apply)

Emotional demands	<ul style="list-style-type: none"> Minimal
Physical demands	<ul style="list-style-type: none"> Normal
Working conditions	<ul style="list-style-type: none"> No additional demands

Other Factors

- Ability to attend evening meetings when required
- Able to travel throughout the area