

# Role Profile

## Part A - Grade & Structure Information

<b>Job Family Code</b>	<b>8RT</b>	<b>Role Title</b>	<b>Assistant Traffic Systems Engineer Optimisation Team.</b>
<b>Senior</b>	PS8	<b>Reports to (role title)</b>	<b>Traffic Operations Team Leader</b>
		<b>Directorate</b>	<b>Highways Transport and Network Management</b>
<b>JE Band</b>	269-313	<b>Service</b>	<b>Place</b>
		<b>Team</b>	<b>Traffic Systems Team</b>
		<b>Date Role Profile was created</b>	<b>Oct-25</b>

## Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

<b>Role Purpose</b> including key outputs	<p>As a member of the Traffic Systems Optimisation Team, working to improve journey times on the highway network and reducing congestion by delivering a programme of complex traffic signal operational improvements, through validation of the traffic signals. Supporting the team in the Creation of Urban Traffic Management and Control (UTMC) based traffic signal strategies. and operation of Surrey's Intelligent Transport Systems (ITS) to maximise their operational efficiencies that works towards the objective of managing and reducing congestion.</p> <p>Working with Utility companies and the Street Works team to mitigate the impact of works on the Highway. Liasing with other teams and external partners to reduce congestion on the network.</p> <p>Co-ordinate the work of multiple contractors to ensure schemes are delivered on time and to budget.</p>
<b>Work Context</b>	<p>The Highways and Transport Service is one of the three services within the Environment &amp; Infrastructure Directorate. The Highways and Transport Service is responsible for ensuring the effective management, maintenance and improvement of all highway and transport assets, including flood risk management. As Highway Authority and Lead Local Flood Authority, we are responsible for assets with a gross replacement cost of £7.8 billion, including over 3,018 miles of roads, 1,800 bridges and structures and 3,262 miles of pavement. The service c has approximately 230 staff, lead by a Head of Service and two Group Managers.</p> <p>The Network Management Group's role is to set, and deliver, the asset management and flood risk strategies, manage the network, set local policy and provide a directorate wide business and consultancy function. The group work jointly with a range of partner organisations to implement outcome based asset management in Surrey, identify and deliver capital maintenance improvements and lead on several statutory duties including network, safety, and flood management.</p> <p>Based at the County Council's Network Management Information Centre (NMIC), the post holder is required, with minimal supervision, to manage the feasibility, design and implementaion of Traffic Signal and Intelligent Transport Systems and ensure their operational safety and efficiency. The post holder will also be responsive to the demands and priorities of the wider directorate to develop systems, which provide a safe and efficient road network using ITS and other infrastructure to manage congestion.</p> <p>The post holder will be required to work on site and carry out out-of-hours standby duties on a rota basis as necessary.</p> <p>The role will also include site visits to monitoring construction, as necessary, and to commission new installations once construction is completed.</p>
<b>Line management responsibility</b> if applicable	The post holder will be part of the project team delivery schemes and be responsible for the management and supervision of specialist contractors.
<b>Budget responsibility</b> if applicable	The post holder will be responsible for the financial management of projects to meet financial targets.

<p><b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family</p>	<p>Planning &amp; Organising</p> <ul style="list-style-type: none"> <li>• Undertake and coordinate projects, feasibility studies and reviews in a defined area of activity to support and enhance service delivery.</li> <li>• Provide a range of specialist services advising and assisting customers in area of expertise, to maximise service quality, efficiency and continuity.</li> <li>• Plan and prioritise own work activities for the months ahead, to ensure operational efficiency.</li> <li>• Respond effectively to changing demands, adjusting priorities as needed.</li> </ul> <p>Policy and Compliance</p> <ul style="list-style-type: none"> <li>• Ensure personal and where appropriate team compliance with established protocols, procedures and practices.</li> <li>• Audit and monitor compliance of 3 parties with council requirements.</li> </ul> <p>People &amp; partnerships</p> <ul style="list-style-type: none"> <li>• May manage staff, or supervise the work of others, allocating and prioritising work and managing performance to secure efficient service delivery.</li> <li>• Resolve issues/queries independently, recommend alternative solutions if unable to assist, and ensure efficient, day-to-day customer service is delivered.</li> </ul> <p>Resources</p> <ul style="list-style-type: none"> <li>• May be required to maintain specialist equipment, systems and software (or maintain knowledge of these in some roles)</li> <li>• May manage or assist with budget/resource management in accordance with the council policies and procedures.</li> </ul> <p>Analysis, Reporting &amp; Documentation</p> <ul style="list-style-type: none"> <li>• Collate, store, record and analyse relevant data producing high quality reports, controlling data quality and integrity and recommending actions as appropriate.</li> </ul> <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety &amp; Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p>
<p><b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b></p>	<ul style="list-style-type: none"> <li>• Educated to 'A' level, HND standard, or equivalent or able to evidence ability at an equivalent level.</li> <li>• May require a qualification relevant to the specific nature of the role.</li> <li>• Knowledge of relevant legislation, practices and policies applicable to specialist area.</li> <li>• For some roles a relevant degree may be required.</li> <li>• Excellent IT skills, including MS Office and database management systems.</li> <li>• Ability to undertake technical work relevant to the role.</li> <li>• Excellent written and oral communication skills with the ability to build sound relationships with customers.</li> <li>• Ability to apply specialist knowledge to respond to complex enquires from a range of stakeholders.</li> <li>• Previous experience processing, analysing and reporting data.</li> <li>• Previous practical experience in a relevant field.</li> <li>• Ability to manage a range of projects through to completion.</li> <li>• Effective interpersonal, influencing and negotiation skills.</li> <li>• Experience of leading a team (where appropriate).</li> </ul>
<p><b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b></p>	<p>Relevant HNC/HND qualification Or NVQ equivalent</p> <p>Knowledge of delivering projects relating to current intelligent transport systems, including control methodology, techniques standards, specifications, regulations, practice and hardware &amp; software applications.</p> <p>Experience in civil/traffic engineering.</p> <p>Knowledge/experience of Procurement of works and service contracts</p> <p>Experience of working with contractors to improve service delivery</p> <p>Detailed experience in design, operation and maintenance of traffic control systems</p> <p>Experience of managing programme delivery budgets Experience in the use of AutoCAD and associated traffic signal applications</p>
<p><b>Role Summary</b></p>	<p>Roles at this level may manage a straightforward operational activity or small team or provide specialist support services or they are at a graduate level of a professional discipline. They have in-depth knowledge of methods, systems and procedures and possess practical understanding in one or more technical or specialist disciplines. A thorough knowledge of their own area or discipline is required although overall supervision from a more experienced professional is available. They work collaboratively with customers, staff, partner organisations, agencies and/or contractors and play a major role in maintaining quality standards and/or engaging in project management.</p>
<p><b>Reference Number</b></p>	<p>BM-2026-020</p>