

Role Profile

Part A - Grade & Structure Information

Job Family Code	11RT	Role Title	Principal Traffic & Commissioning Engineer
Grade	PS11	Reports to (role title)	Engagement & Commissioning Manager
JE Band	439-518	Directorate/School	Environment, Transportation & Infrastructure
		Service / Department	Highways & Transport
		Date Role Profile was created	Jun-21

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.

Role Purpose including key outputs	<p>Managing a team responsible for highway traffic related enquiries and Member improvement scheme prioritisation across the County. The workload will be varied but will include a range of general traffic issues from new speed limits, junction improvement to advising on traffic management for special events. There will be the need to work closely with elected Members / Committees and the postholder and their team will provide expert advice to assist Members in prioritising the resources available to them. They will need to work closely and collaboratively with other highway teams, District & Borough partners, elected Members, contractors, and a range of other stakeholders. The postholder will be the lead for their work areas at public forums and scrutiny boards.</p> <p>Leading a team, they will always ensure they and their team provide excellent customer service and, supported by the Highways Technical Support & Communication team will be accountable for proactively communicating and updating those impacted by their work.</p>
Work Context	<p>The Highways & Transport service within the Directorate is responsible for ensuring the effective management, maintenance and improvement of all highway and transport assets. The highway is the most valuable asset managed by Surrey County Council with a replacement value of approximately £7.5bn and is critical to the economic growth of the County. It is regarded by Members and residents as one of the most important services provided by the Council. As such, the service manages significant financial, health and safety, and reputational risks.</p> <p>The service operates in an environment with significant political engagement, and has daily contact with MPs, Cabinet members, backbench Members and committees. The postholder will lead their team to ensure traffic enquiries are always dealt with appropriately and new schemes are prioritised and delivered in a professional manner. They will ensure decisions stand up to scrutiny, by both reflecting policy and ensuring the best outcomes. On behalf of the Local / Joint Committees (and other bodies) the team will commission works from other teams within the group and service. The postholder will be the lead officer and expert for general traffic / improvement works in the group.</p> <p>Excellent customer service is standard and the postholder will be expected to embrace this in their approach, ensuring the team put the customer at the heart of everything they do. The team will be directly accountable to elected Members and residents to explain decisions and actions. The postholder will work with and form excellent relationships with our contractors and other teams across the directorate to ensure maintenance functions are aligned and delivered in the most efficient manner, embracing joint working where feasible.</p> <p>The work involves a mix of office-based work together with site visits. Knowledge of site safety procedures and temporary traffic management practices is essential. Work will involve attending many meetings occasionally outside of normal working hours at a variety of non-county council venues.</p>
Line management responsibility if applicable	Team of approximately 8
Budget responsibility if applicable	Managing a varying budget spend of approximately £7m per annum
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Planning & Organising</p> <ul style="list-style-type: none"> Direct, manage and monitor the operation of an efficient and effective service ensuring the work of the team supports service objectives and that necessary resources are secured. Lead major projects and reviews within a defined area of work to optimise and enhance service delivery. <p>Policy & Compliance</p> <ul style="list-style-type: none"> Ensure legal, regulatory and policy compliance of relevant schemes/ initiatives. Contribute to and where appropriate lead the development of practical strategies, works programmes and service improvement in own area of specialism and monitor and control their implementation to manage and mitigate risks. <p>People and partnerships</p> <ul style="list-style-type: none"> Directly or matrix manage a diverse group of staff to ensure the successful delivery of a service. Monitor and support the performance management and development of team members using a coaching approach, to support individual development and ensure that individual contributions are maximised. Work with managers, service representatives and partners to identify and apply cost effective means of delivering improvements to business processes and strategies. <p>Resources</p> <ul style="list-style-type: none"> Review the operations of the teams to identify improvements in systems, processes, procedures and working methods, and propose changes to secure greater efficiency and compliance. Monitor, analyse and manage delegated budgets, funding and resources in accordance with organisational policies and procedures. <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> Analyse, interpret and evaluate relevant data applying judgment and technical expertise to identify risk, support the resolution of issues and support decision making. Through management and supervision ensure that appropriate record keeping is kept and risks and issues are identified and actions taken. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & 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>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none"> Degree/ HNC or equivalent, or substantial relevant experience in a relevant subject. May be required legislatively to maintain a professional qualification or competency. Substantial practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public. Excellent understanding of subject matter, principles and practices relevant to technical area. Proven ability to apply project management principles and techniques to a wide range of complex projects or programmes. Extensive knowledge of principles, practices, and procedures relating to business planning and financial management Ability to collate, monitor and interpret a range of data. Proven ability to establish and maintain highly effective working relationships with a range of stakeholders. Comprehensive knowledge of computerised business systems Proven written and oral communication with the ability to influence and work in collaboration with others. Excellent management skills with proven experience motivating, coaching, mentoring and developing staff. Ability to understand, meet and exceed customer expectations. Proven problem solving skills with the capacity to devise and implement innovative solutions.
Details of the specific qualifications and/or experience if required for the role in line with the above description	<p>The post holder will be expected to demonstrate a detailed understanding of how a highway authority operates</p> <p>A qualified engineer (min HNC) or suitable alternative experience in highway traffic engineering</p> <p>Evidence of continual professional development and ideally membership of an Engineering Institute.</p> <p>A good working knowledge of the range of relevant principles, practices, and procedures relating to traffic engineering and construction.</p> <p>A good understanding of National and Local Transportation Policies and relevant legislation including Highways Act, Traffic Signs Regulations, Road Traffic Act, and H&S at work act.</p> <p>They will be an experienced manager with excellent verbal and written communication skills, capable of representing the County Council at public forums.</p> <p>Full valid car driving licence</p>
Role Summary	<p>Roles at this level typically have significant management responsibility either for a large team or coordinating sub functions within a service, and/or will provide professional, specialist or high level technical advice, direction and input across a wide range of activities. They require a conceptual understanding of a technical, professional or specialised field, and job holders require the knowledge and experience to handle and resolve complex issues, anticipate problems and recommend solutions. There will be a requirement to plan and organise own and/or team activity over a significant time scale and coordinate work with associated functions. They will typically be required to influence/motivate others both inside and outside immediate reporting lines, including external stakeholders, and have a primary role in setting service levels. They ensure that their services achieve the agreed financial and service standards, and will have professional autonomy and discretion within operational policies and practice guidance.</p>
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