

Role Profile

Part A - Grade & Structure Information

Job Family Code	8RT	Role Title	Traffic Systems Assistant Design Engineer
Grade	PS8	Reports to (role title)	Traffic Systems Senior Design Engineer
JE Band	269-313	Directorate / School	Place
Date Role Profile was created	Nov-25	Service / Department	Highways and Transport
Agile	Information	DBS Requirement	Not Required

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>Assist in the delivery of complex traffic signal and ITS schemes identified in the works programmes of both internal and external stakeholders. Assist the Traffic Operations Maintenance Teams in the delivery of the capital works programme 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>Be part of the client / stakeholder project team to ensure Traffic signal and ITS schemes are delivered to SCC and National specifications and design standards, are fit for purpose and future operation. Assist the Traffic Systems Senior Design Engineer in managing the ITS technical infra structure of the NMIC, including technical records and specifications.</p> <p>The post holder is required, to assist in the feasibility, design and implementation of Traffic Signal and Intelligent Traffic Systems and ensure their operational safety and efficiency. They will be part of a team 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>
Work Context	<p>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.</p> <p>The Network and Asset Management Group's role is to develop and deliver asset management and flood risk strategies, manage highway networks and set local policies. The group also provides a directorate wide business and consultancy function and works jointly, with a range of partner organisations, to identify and deliver planned maintenance improvements and leads on several statutory duties including network management and safety and flood management.</p> <p>Based at the council's Network Management Information Centre (NMIC) in Leatherhead, the Traffic & Streetworks Team helps Surrey fulfil its Network Management Duty under the Traffic Management Act by Coordinating and Inspecting works in progress on the road network and designing/maintaining Surrey's Traffic Systems assets.</p> <p>The post holder will be required to work on site and to manage, and be part of, the rota and stand-by arrangements for making use of the systems available at the NMIC to respond to congestion or incidents on the network when they occur. The role will also include site visits to monitoring construction, as necessary, and to commission new installations once construction is completed.</p>
Line management responsibility if applicable	N/A
Budget responsibility if applicable	The post holder will assist with the financial management of major projects and the management / supervision of Specialist contractors to meet financial targets, along with ensuring Staff recharging is correctly recorded and maximised where ever possible.

<p>Representative Accountabilities Typical accountabilities in roles at this level in this job family</p>	<p>Planning & Organising</p> <ul style="list-style-type: none"> Undertake and coordinate projects, feasibility studies and reviews in a defined area of activity to support and enhance service delivery. Provide a range of specialist services advising and assisting customers in area of expertise, to maximise service quality, efficiency and continuity. Plan and prioritise own work activities for the months ahead, to ensure operational efficiency. Respond effectively to changing demands, adjusting priorities as needed. <p>Policy and Compliance</p> <ul style="list-style-type: none"> Ensure personal and where appropriate team compliance with established protocols, procedures and practices. Audit and monitor compliance of 3 parties with organisational requirements. <p>People & partnerships</p> <ul style="list-style-type: none"> May manage staff, or supervise the work of others, allocating and prioritising work and managing performance to secure efficient service delivery. Resolve issues/queries independently, recommend alternative solutions if unable to assist, and ensure efficient, day-to-day customer service is delivered. <p>Resources</p> <ul style="list-style-type: none"> May be required to maintain specialist equipment, systems and software (or maintain knowledge of these in some roles) May manage or assist with budget/resource management in accordance with the organisation's policies and procedures. <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> Collate, store, record and analyse relevant data producing high quality reports, controlling data quality and integrity and recommending actions as appropriate. <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>
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> Educated to 'A' level, HND standard, or equivalent or able to evidence ability at an equivalent level. May require a qualification relevant to the specific nature of the role. Knowledge of relevant legislation, practices and policies applicable to specialist area. For some roles a relevant degree may be required. Excellent IT skills, including MS Office and database management systems. Ability to undertake technical work relevant to the role. Excellent written and oral communication skills with the ability to build sound relationships with customers. Ability to apply specialist knowledge to respond to complex enquires from a range of stakeholders. Previous experience processing, analysing and reporting data. Previous practical experience in a relevant field. Ability to manage a range of projects through to completion. Effective interpersonal, influencing and negotiation skills. Experience of leading a team (where appropriate).
<p>Details of the specific qualifications and/or experience if required for the role in line with the above description</p>	<p>Appropriate ONC/OND qualification</p> <p>A working Knowledge of design software packages such as AutoCAD or Linsig</p> <p>Knowledge of basic signal design and operation of UTC ,SCOOT and MOVA</p> <p>Knowledge of current intelligent transport systems including, types, standards, specifications, regulations, practice and hardware & software applications as a tool to manage traffic</p> <p>Knowledge of civil/traffic engineering</p> <p>A full valid UK driving licence is essential to travel around the County to meet the requirements of the role.</p>
<p>Role Summary</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>Reference Number</p>	<p>BM-2026-233</p>