

Role Profile

Part A - Grade & Structure Information

Job Family Code	7RT	Role Title	PDP Trainee Engineer (Road Safety)
Grade	PS7	Reports to (role title)	Safety Engineering Team Leader
		Directorate	Environment & Infrastructure
JE Band	228-268	Service	Place Development
		Team	Road Safety & Active Travel
		Date Role Profile was created	Feb-18

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	Technical Officer will undertake collision hotspot analysis and investigation leading to the development of highway improvement schemes to reduce road casualties. Assist both the Assistant Engineer and Safety Engineering Team leader in conducting road safety audits and identify sites to be considered for speed management plans. Other duties will be to assist and analyse the history of collisions at sites where there has been a fatal collision, to assist in investigation of opportunities to improve signing to reduce bridge strikes by overheight vehicles, to assist in investigations to improve road safety outside schools, and to assist annual assessments of school crossing patrols.
Work Context	<p>The aim of the Road Safety and Active Travel team is to reduce road casualties, reduce anti-social driving and promote walking and cycling. This will be achieved through highway safety engineering and infrastructure improvements, working with the police on the enforcement of road traffic law (particularly using safety cameras), and education, training and promotional campaigns to improve pedestrian cycling skills and improved road user behaviour. The provision of most pedestrian and cycle training and a large part of the promotion of active travel is via schools.</p> <p>The team works closely with a range of other teams in the council's Environment and Infrastructure Directorate including Highways, Transport Policy, Major Schemes, Education, Passenger Transport and Transport Development Control. The team also regularly responds to queries from county council members and schools and also works with District and Borough colleagues, members and parish councils. A key partner is the police with whom a range of road safety initiatives and campaigns are commissioned jointly.</p> <p>The post is based at County Hall, Kingston upon Thames, and the post holder is required to travel around the county to visit highway sites, and meetings at various offices and attend evening meetings, so the post holder will require a valid driving licence and the willingness to travel. There may be occasional conferences to attend elsewhere in the country.</p>
Line management responsibility if applicable	No line management responsibility
Budget responsibility if applicable	Indirect responsibility for commissioning road safety highway improvement schemes using central safety scheme budget (approx £200k). Indirect responsibility for utilisation of budget for maintenance of vehicle activated signs and school flashing signs (approx £20k).

<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"> • Plan and prioritise own work activities for the weeks 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"> • Assist with work in a relevant technical or regulatory area in order that statutory and policy compliance is maintained. <p>People & partnerships</p> <ul style="list-style-type: none"> • Respond to and resolve enquiries and problems, judging when to pass on complex queries or involve others, to provide an effective service and clear advice to colleagues and customers. • Guide and/or supervise junior staff in their duties to facilitate their development and ensure service quality standards are maintained. • Communicate and liaise with service users and/or external contacts, representing the team/service as required. <p>Resources</p> <ul style="list-style-type: none"> • May assist in the management of a small budget or recovery of income. <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Collate data, prepare reports/statistics to meet statutory/management information requirements. • Recommend improvements and support implementation to systems, processes and procedures, ensuring best practice is shared across the team. • Support, coordinate and undertake research into a variety of projects in the defined area of activity to support achievement of team's objectives. <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>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> • Educated to A level, HNC or equivalent, or able to evidence ability at an equivalent level, and/or relevant vocational qualification (level 3/4 QCF). • Knowledge of relevant technical area including, where appropriate, relevant practical skills. • For some roles a relevant degree may be required. • Good IT skills, including MS Office and database management systems. • Good written and oral communication skills with the ability to build sound relationships with customers and explain technical issues to non technical people. • Ability to prepare and present reports in a logical and digestible format. • High level administrative, analytical and organisational skills. • Able to prioritise and plan own workload in the context of conflicting priorities and work on own initiative. • A methodical approach to information gathering, recording and reporting. • Typically previous work experience in a relevant environment.

Details of the specific qualifications and/or experience if required for the role in line with the above description	<ul style="list-style-type: none"> • Civil engineering experience / qualification or road safety engineering experience or evidence of casualty data analysis. • Willingness and ability to travel around the county to visit highway sites, and meetings at various offices and attend evening meetings and site visits. • The post holder will require a valid driving licence.
Role Summary	<p>Roles at this level typically provide specialist support services. Many will possess technical rather than professional expertise in the main disciplines. There will be minimal day-to-day supervision, but clear guidance will be available. The roles will plan for the weeks ahead and prioritise to accommodate non standard work. They often require understanding of complex procedures and support systems, and the ability to allocate workload and react to changing priorities. Although most work will follow established patterns, initiative is needed to handle processes and resolve problems and queries based on experience and judgement, mainly without reference to others. These roles may work alone instead of as part of a team, or the system or process used may require more specialist knowledge or experience. Graduate trainees start at this level.</p>
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