

Role Profile

Part A - Grade & Structure Information

Job Family Code	8RT	Role Title	Senior Traffic Regulation Orders Officer
Grade	PS8	Reports to (role title)	Traffic Regulations Orders Team Leader & EV Contract Manager
		Directorate	Environment and Infrastructure
JE Band	269-313	Service	Highways & Transport
		Team	Traffic Regulation Orders Team
		Date Role Profile created	May-23

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	To provide a legal service throughout Highways & Transport for Surrey by promoting and producing both temporary and permanent Traffic Regulation Orders to support the Services Capital and Revenue Highway budgets and to support a wide range of outside Agencies. To produce legal documents to very tight timescales and to give legal advice to a wide range of engineers and members.
Work Context	The work involves close communications with a number of Highways Teams. In particular the Parking Team, Engagement & Commissioning Team, Highway Scheme Design Team and Transport and Development Team in determining their legal requirements to support the delivery of their schemes. To also support outside Agencies such as Statutory Undertakers and Developers to carry out their works on the Surrey Road Network. The post holder will carry out the full scope of producing the necessary legal documentation that includes the production of statutory notices and traffic orders (including complex parking traffic orders, amendment and consolidation orders), any necessary discussions and advice with Senior Solicitors, correspondence with both Borough and County Members. They will ensure that at all times the County Council is protected in its legal duty and that all Traffic Regulation Orders are sealed before works are undertaken on the highway.
Line management responsibility if applicable	None
Budget responsibility if applicable	N/A

Representative Accountabilities Typical accountabilities in roles at this level in this job family	Planning & Organising • 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. Policy and Compliance • Ensure personal and where appropriate team compliance with established protocols, procedures and practices. • Audit and monitor compliance of 3 parties with council requirements. People & partnerships • 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. Resources • 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 council policies and procedures. Analysis, Reporting & Documentation • Collate, store, record and analyse relevant data producing high quality reports, controlling data quality and integrity and recommending actions as appropriate. Duties for all Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. 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.
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	• 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).
Details of the specific qualifications and/or experience if required for the role in line with the above description	Excellent knowledge of Traffic Management techniques and current legislation including detailed knowledge Road Traffic Regulation Act 1984 and its corresponding procedural guides. Up to date knowledge of Traffic Regulation Orders and the ability to produce legal articles for these Orders to a high standard. Ability to produce complex articles for parking orders, amendment orders and consolidation orders.
Role Summary	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.
Reference Number	BM-2023-231