

Role Profile

Part A - Grade & Structure Information

Job Family Code	7RT	Role Title	PDP Assistant Traffic Engineer
Grade	PS7	Reports to (role title)	Senior Traffic Engineer
		Directorate	Highways Transport & Environment
JE Band	228-268	Service	Highways & Transport Local Highway Services Group
		Team	Area Highway Team (NW/NE/SW/SE)
		Date Role Profile was created	Feb-19

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>To support identifying, developing and implementing a wide range of innovative politically sensitive traffic management and highway improvement schemes to contribute to the delivery of the integrated transport objectives of the Surrey Transport Plan (LTP) for Surrey.</p> <p>To support with the investigation of remedial measures through road safety working groups to identify and implement measures that will help to achieve the County Council targets for reductions in personal injuries.</p> <p>Contribute to excellent customer care and respond to a large number of enquiries from the public, elected representatives and other stakeholders about traffic management and road safety issues in accordance with the County Council Customer Care procedures.</p>
Work Context	<p>The work involves a mix of office-based work together with site visits to parts of the highway where care must be taken due to live traffic. Knowledge of site safety procedures and temporary traffic management practices is essential. Work also involves attending many meetings at a variety of non county council venues.</p> <p>The wishes of the public for measures to address perceived problems far outweigh the resources available to provide solutions to every issue. The post holder must be able to advise on priorities within County Guidelines and explain reasons to audiences either in written form or face to face.</p> <p>The post holder works within a small team to project manage schemes. Detailed design of schemes is carried out by the Design Engineering Team and all construction is undertaken by the partner constructor. The post holder must maintain regular liaison with relevant colleagues to ensure that schemes are being progressed in accordance with design and budget.</p> <p>The post holder will have occasional contact internally with officers from legal, property, and other sections of the Environment and Infrastructure. External contacts include the Police and other emergency services, public transport operators, statutory undertakers, and road user groups – cycling, walking, freight transport etc, business communities, residents associations, and Parish Councils.</p>
Line management responsibility if applicable	None
Budget responsibility if applicable	None
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<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>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"> • 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	<p>HNC level Technical Qualification (or working towards) in Civil or Highway engineering or a Transportation related subject or equivalent level of experience.</p> <p>An understanding of the range of relevant principles, practices, and procedures relating to traffic management and road safety.</p> <p>Appreciation of National and Local Transportation Policies and relevant legislation including Highways Act, Traffic Signs Regulations and General Directions, Road Traffic Act, Road Traffic Regulation Act and Health & Safety at Work Act</p> <p>Full valid driving licence</p>
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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