

# Role Profile

## Part A - Grade & Structure Information

<b>Job Family Code</b>	<b>9RT</b>	<b>Role Title</b>	<b>Traffic Engineer</b>
<b>Grade</b>	PS9	<b>Reports to (role title)</b>	<b>Senior Traffic Engineer</b>
		<b>Directorate</b>	<b>Highways Transport &amp; Environment</b>
<b>JE Band</b>	314-370	<b>Service</b>	<b>Highways &amp; Transport Service Local Highway Services Group</b>
		<b>Team</b>	<b>Area Highway Team (NW/NE/SW/SE)</b>
		<b>Date Role Profile created</b>	<b>February 2006 (revised June 2017)</b>

## 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.

<b>Role Purpose</b> including key outputs	<p>To assist in identifying, developing and implementing a wide range of innovative, complex and 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 assist 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> <p>To advise the relevant Local Committee and Members through technical reports, Task Group meetings and informal discussion on solutions to Highway problems.</p>
<b>Work Context</b>	<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. Situations often arise where an issue has become emotive and the post holder must be able to maintain a calm professional demeanour where concerns often become adversarial. Many meetings with the public take place in the evenings outside normal working hours.</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 regular contact internally with officers from legal, property, and other sections of the Environment and Infrastructure Directorate. 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> <p>The service operates in an environment with significant political engagement, and has daily contact with MPs, Cabinet members and backbench members. The service works very closely with Local Committees and with Select Committees. There is also high level engagement with Government Departments.</p>

<b>Line management responsibility</b> if applicable	Not applicable
<b>Budget responsibility</b> if applicable	Assist in monitoring budgets for traffic management and highway improvement schemes (annual budget varies, currently circa £100,000)
<b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family	<p><b>Planning &amp; Organising</b></p> <ul style="list-style-type: none"> <li>• Deliver projects and/or audits within a defined area of work as directed to input to relevant strategies and contribute to the delivery of directorate objectives.</li> </ul> <p><b>Policy and Compliance</b></p> <ul style="list-style-type: none"> <li>• Input as required to the development of strategies and policies.</li> <li>• Provide guidance and support to stakeholders as required to ensure policy and specification compliance.</li> </ul> <p><b>People &amp; partnerships</b></p> <ul style="list-style-type: none"> <li>• Deliver high quality technical advice/ services engaging a range of stakeholders.</li> <li>• Liaise, communicate and build relationships with other departments, customers, partner organisations, agencies and/or contractors to engage and consult on plans or projects as appropriate.</li> <li>• May manage a team to deliver standardised processes and ensure all officers are appropriately supervised, managed and trained.</li> </ul> <p><b>Resources</b></p> <ul style="list-style-type: none"> <li>• Ensure that work and projects are delivered within agreed resources and assist with budget/resource management in accordance with council policies and procedures.</li> <li>• May have delegated responsibility for a budget(s).</li> </ul> <p><b>Analysis, Reporting &amp; Documentation</b></p> <ul style="list-style-type: none"> <li>• Assess data and conduct analysis in a technical area, presenting results and putting forward recommendations to support decision making.</li> </ul> <p><b>Duties for all</b></p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety &amp; 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>
<b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• Appropriate technical qualification at Degree, HND or HNC level.</li> <li>• May require a specialist technical qualification or membership of an appropriate professional institution.</li> <li>• Sound understanding of subject matter, legislation, principles and practices relevant to the technical area.</li> <li>• Ability to apply project management principles and techniques to manage a range of projects through to completion.</li> <li>• Practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public.</li> <li>• Ability to work on own initiative, with solution focused problem solving skills.</li> <li>• Proven written and oral communication with the ability to engage and work in collaboration with others.</li> <li>• Comprehensive knowledge of computerised business systems.</li> </ul>

<b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b>	<p>HNC and/or HND level technical qualification (or working towards) in Civil or Highway engineering or a Transportation related subject or equivalent level of experience.</p> <p>Good post qualification experience in traffic management, transportation and highways engineering.</p> <p>A good understanding 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 &amp; Safety at Work Act</p> <p>A good understanding of Transportation modelling and planning legislation.</p> <p>Membership of relevant professional institution.</p> <p>Experience in public speaking</p> <p>Full valid driving licence</p>
<b>Role Summary</b>	<p>Roles at this level are technical specialists professionally qualified in their specialist area. They will provide technical and regulatory guidance and advice to a range of stakeholders in order to assess and mitigate risk and monitor and ensure compliance with relevant requirements. They will have a fair degree of autonomy and work closely with a range of technical and non technical stakeholders. Forward planning could be for months ahead and the role will contribute to longer-term development.</p>
<b>Reference Number</b>	BM-2019-403A