

Team Leader – Traffic Orders

Reports to:	Head of Healthy Streets and Parking		
Department:	Public Realm	Grade:	PO5
DBS Status:	No	Politically restricted:	Yes / No

Job Purpose:

The post-holder will be expected to carry out the duties of a Principal Order Maker, managing a traffic order making team and preparing and implementing all permanent and temporary traffic regulation orders and other statutory processes for the service's traffic and parking management schemes and highways maintenance projects, as well as from other internal/external sources.

To be responsible for the delivery of the programme and the legality of the orders and to manage, mentor and advise junior staff within a dedicated traffic order team.

Values

Collaborate proactively.
Lead inclusively.
Embrace change.
Be bold and curious.
Celebrate and share our success.

Job specific roles and responsibilities

1. Make a positive contribution to the delivery of the service, this will include working flexibly and positively to achieve the objectives of the council.
2. Manage and lead staff to achieve high performance and effective operational delivery, including developing and improving staff capability.
3. Manage a customer focused service and the effective use of resources.
4. Ensure that the council's overall vision, values and ethos are central to the requirements of the service.
5. Support effective working relationships and act as an ambassador and advocate with external organisations
6. Keep up to date with developments in service delivery and best practice to ensure the service performs effectively and to the highest standards.
7. To be responsible for ensuring that the highways and traffic design teams have current knowledge of the technical design standards for traffic orders, demonstrate effective application of those standards, advise staff on technical issues, keep up to date with changes in the industry reviewing any new standards and amend working practices as necessary.
8. To be responsible for ensuring the highways and traffic design teams have a thorough working knowledge and understanding of Road Traffic Regulation Act, the Traffic and Highways legislation and keep abreast of changes in legislation amending procedures as necessary.
9. To be responsible for ensuring the traffic orders team prioritises the design and implementation of road safety schemes in carrying and the Council's duties to meet accident reduction targets set by government.

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10. To be responsible for managing the annual traffic order programme, liaising with Transport for London, and their traffic order team. This will include the keeping of traffic order records for the borough and responding to traffic order complaints.
11. To be responsible for information technology systems effectively and use specialised traffic management software as appropriate to maintain an up to date database of traffic regulation orders.
12. To be responsible for co-ordinating and managing the responses to formal representations and give direction on any statutory consultations for traffic and parking management schemes, attend public meetings, consultations and exhibitions as required and have the ability to prepare clear and concise reports including Committee Reports on areas of work or schemes, evidence and affidavits in connection with High Court actions and drafting briefs to Counsel as an expert adviser or witness in respect of traffic regulation orders.
13. To contribute in the preparation and content of the Council's annual submission in the BSP to Transport for London (detailing transport policies and work programmes) and co-ordinate and finalise the preparation of traffic data and reports for the submission.
14. To be responsible for the ability to prepare or give direction on the preparation of any traffic regulation order or statutory documents in accordance with Regulations or Acts, on his own initiative, exercising judgement on any legal issues in respect of any traffic and parking management schemes and any existing and proposed highway layouts so that they are able to withstand legal challenge.
15. To have overall responsibility for developing and maintaining effective consultation procedures and practices for projects undertaken within the Section and within the Service area which are sensitive to the needs of the public and Members, meets the corporate objectives of the Council and allow Members to debate the future of schemes effectively and with confidence.
16. To be responsible for all Traffic Order reports including Committee Reports on any area of the work and be a lead spokesperson at public meetings, consultative forums and committees concerning Parking issues as required by the Head of Traffic Management.
17. To be responsible for direction on any traffic order issues or works in accordance with current technical standards or policies on his own initiative, providing advice on any planning applications, policies, investigations, scheme designs, work programmes, public consultations including statutory and non-statutory consultations and other transport initiatives.
18. To be responsible for co-ordinating, managing the implementation of parking programmes ensuring that consistent working practices in respect of overall project management, monitoring costs, issuing work requisitions, preparing accurate specifications and cost estimates, preparing plans of schemes to the necessary level of detail and to current standards and ensuring that works are constructed to a high standard.
19. To be responsible for decisions concerning any aspect of the work assigned to him/her, to decide officer work programmes and demonstrate effective day to day supervision and motivation of Technicians, Engineers and Senior Engineers assisting him/her in order to progress the workload efficiently and effectively.
20. The post-holder will select, shortlist, tender, commission and manage consultant engineers or contractors undertaking survey, design or feasibility work, to prepare or co-ordinate scheme briefs and monitor consultants/contractors performance to ensure that best value services are received.
21. The post-holder will have the ability to make decisions concerning any aspect of the work programme assigned to him/her, to decide officer work programmes in his/her work area and demonstrate effective day-to-day supervision and motivation of

Assistant Order Makers and Order Makers in order to progress the workload efficiently and effectively.

22. To be responsible for managing the demands of progressing all the traffic orders and statutory notices required for the team's programme of capital and revenue schemes and for other areas of work generated both within the Council and externally, resolving any workload conflicts and meeting completion targets.
23. The post-holder will be required by the Director (Transportation) to provide assistance with any other area of work within the Transportation Service Unit as may be required from time to time that falls within the scope of the duties of the post.
24. The post-holder must at all times carry out her/his duties with due regard to the Council's Customer Care, Equal Opportunities and Best Value Policies and incorporating the Council's Core Competencies.
25. The post holder is required to take reasonable care for the safety and health of themselves and others who may be affected by their acts; and to work with management to comply with Service/Unit procedures and protocols and with Brent Council's Health and Safety Policy and all guidance, instructions and risk assessments. In particular the jobholder is required to attend training relevant to their post in order to ensure their health and safety responsibilities are met.
26. To understand the value of information to the council and to contribute to good information governance by keeping information safe, accurate and up to date and available to those who need it. Abide by the council's information governance policies.
27. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
28. Undertake any other duties commensurate with the general level of responsibility of this post.

Essential Requirements (key skills & qualifications)

Knowledge and Qualifications

1. Knowledge and understanding of current traffic and parking design standards and awareness of any proposed changes in the industry
2. Knowledge and understanding of The Road Traffic Regulation Act and other traffic and highways legislation, legal procedures and awareness of any proposed changes in the industry

Experience

3. Minimum of 5 years of practical experience in traffic order making

Skills and Abilities

4. Able to carry out duties with due regard to the Equal Opportunities and Customer Care Policies
5. Demonstrate a lead role in negotiations with a wide range of internal/external contacts in order to progress the traffic orders workload
6. Proven ability to communicate effectively with appropriate discretion and effective interpersonal skills
7. Be experienced in the use of information technology
8. Able to evaluate any legal issues connected with proposed schemes and demonstrate initiative in the solving of problems
9. Able to give direction on any legal process or issue connected with preparing and completing traffic orders without legal challenge
10. Able to work without close supervision and assume responsibility for the delivery of a programme of traffic orders and statutory notices
11. Able to supervise a group of staff assisting with the preparation of traffic orders and statutory notices

12. Able to program, organise and prioritise the workload assigned
13. Able to manage the pressures of working within set timescales, satisfying objectives and resolving workload conflicts
14. Able to make day to day decisions necessary to progress the workload efficiently and to motivate staff
15. Able to produce concise and comprehensive reports
16. Able to train, review and appraise staff

Budget Responsibility – N/A

Overall Headcount - 2

Within reason these key deliverables may evolve to meet service need and it is expected that the postholder will be flexible and adaptable in their delivery to meet both service and council wide needs

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