

Senior Traffic Order Maker

Reports to:	Team Leader - Traffic Orders		
Department:	Public Realm	Grade:	PO2
DBS Status:	No	Politically restricted:	/ No

Job Purpose:

The post-holder will be expected to carry out the duties of Senior Traffic Regulation Order Maker, assisting in the preparation and implementation of 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.

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. The post holder will liaise with, public, Councillors, MP's and other organisations and respond to correspondence and other communications, meeting council standards, preparing letters and arranging and attending meetings as appropriate commensurate with level of responsibility.
8. The post holder will be required to erect public notices and periodically monitor that notices are being displayed for the correct periods of statutory consultation recording information accurately.
9. The post holder will assist in the preparation of traffic regulation orders for traffic and parking management schemes in accordance with scheme plans and assist in assessing the legal aspects of existing and proposed highway layouts and technical standards and undertake site surveys as required by the Principal Order Maker.
10. The post holder will assist with the preparation, publication and evaluation of statutory consultations on traffic and parking management schemes and assist with collating and responding to formal objections and representations liaising with design engineers as necessary and attend public meetings, consultations and exhibitions as required by the team leader.

Version:

Date of Job Evaluation:

11. The post holder will prepare any plans required to the necessary level of detail and to current standards and assist with preparing documents required for all stages of statutory consultation to comply with the procedure regulations.
12. The post holder will be required to contribute to the preparation of the Council's annual submission detailing transport policies and work programmes and assist in the preparation of data for the submission.
13. The post holder will be required to provide assistance with any other area of work within the Transportation Service as may be required from time to time that falls within the scope of the duties of the post.
14. To deputise for the Team Leader of Traffic Orders as required.
15. To assist in managing the annual Traffic Order programme, liaising with internal stakeholders and Transport for London.
16. To be responsible for the ParkMap software, managing and checking the accuracy of input, maintaining data and liaising with the GIS team to ensure the appropriate information is displayed on the Intranet.
17. To be responsible for the ParkMap training of internal stakeholders.
18. To ensure that ParkMap records and on site restriction discrepancies are resolved in a timely manner.
19. To assist in 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, and meeting competing deadlines.
20. To manage contractors undertaking surveys or ParkMap design work, monitoring consultants/contractors performance to ensure value for money is achieved.
21. The post holder will effectively prioritise his/her own programme of schemes and manage the demands of preparing and completing traffic regulation orders on a wide range of capital and revenue schemes meeting completion targets in liaison with design engineers.
22. The post holder will have the ability to prepare clear and concise reports on areas of work, legal issues and statutory consultations including Committee Reports as required.
23. The post holder will have the ability to undertake the day-to-day management of consultants or agency staff undertaking traffic regulation order making work and assist with the preparation of scheme briefs and monitoring of consultants performance as directed by the team leader.
24. The postholder 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. A minimum qualification of HNC, B/TEC or equivalent in civil engineering that includes traffic-engineering subjects
2. Knowledge of information technology systems and experience using Parkmap

Experience

3. Minimum of 3 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. Ability to collate, analyse and interpret data accurately
6. Proven ability to communicate effectively and effective interpersonal skills Be experienced in the use of information technology
7. Able to program and organise own projects
8. Able to prioritise own workload and work within time constraints
9. Able to produce concise and comprehensive reports
10. Able to assist with the management of consulting engineer and agency staff

Budget Responsibility – N/A
Overall Headcount – 1

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