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| Service and job specific context statement | |
| **Directorate:** | Business and Environmental Services |
| **Service:** | Highways and Transportation |
| **Post title:** | Assistant Traffic Management & Road Safety Engineer |
| **Grade:** | G to H |
| **Responsible to:** | Team Leader – Traffic Engineering |
| **Staff managed:** | None |
| **Date of issue:** | February 2016 |
| **Job family:** | **P&T - Professional & Technical** |

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| Job context |
| The Traffic Engineering Team forms part of the Network Strategy Group within the Highways and Transportation Service Unit. The Traffic Engineering Team’s core functions are:   * To deliver capital funded local safety schemes to reduce the number and severity of casualties arising from road collisions * To undertake road safety audits on highway improvements * To carry out fatal collision inspections and reports * To produce and update traffic management and road safety engineering policy * To improve the efficiency of traffic signal installations in North Yorkshire by addressing congestion and safety issues at problem locations * To maintain and improve the condition of existing traffic signals installations and monitor performance of the traffic signals maintenance contractor * To provide parking expertise and lead on the delivery of high profile parking projects   Some out of normal office hours may be necessary from time to time (e.g. Parish Council meetings). |
| Career progression |
| * Grade G   The postholder will be expected to be undertaking the first year of the civil engineering ONC qualification or have highways related knowledge. If the postholder is not already undertaking the civil engineering ONC qualification they will need to be enrolled shortly after appointment.  Whilst a postholder is on Grade G they will be expected to successfully complete the civil engineering ONC, following which they will then be enrolled on HND/C in civil engineering.   * Grade H To enable progression to Grade H the postholder will have successfully completed the civil engineering ONC.   The postholder will have successfully completed the first year of the civil engineering HND/C qualification and will continue onto year 2 of the qualification.  The postholder will be assessed by the Team Leader Traffic Engineering to ensure they are undertaking the Grade G job description tasks fully and meet the person specification criteria prior to progressing to Grade H. |

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| **Structure** |
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Traffic Management & Road Safety Engineer (Traffic Engineering

Team Leader (Traffic Engineering)

Assistant Traffic Management & Road Safety Engineer (Traffic Engineering)

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| Job Description | |
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| Job purpose | To identify and develop Local Safety and Collision Prevention Schemes and to undertake Road Safety Audits and Fatal Collision Inspections. |
| Operational management | * To contribute to the identification and investigation of high risk collision locations and routes and prepare and consult on local safety schemes. *Grade H post will identify and investigate high risk accident locations as well as prepare and consult on local safety schemes.* * To contribute to the preparation and consultation of design of schemes within the Integrated Transport Capital Programme. *Grade H post will also contribute to the consideration of the above.* * Assist in undertaking Road Safety Audits/Cycle Audits/Pedestrian Audits for highway schemes and new developments. * To assist, as necessary with the design of traffic engineering measures, including traffic signals, traffic management and parking studies. * To contribute to the preparation of traffic sign design and schedules. *Grade H post will prepare traffic sign design and schedules.* * Actively promoting and developing the Business Unit’s contribution to the County Council’s Corporate Priorities. * To assist in ensuring schemes comply with the Local Transport Plan and supplementary documents. * *Grade H post will assist in undertaking fatal collision inspections.* |
| Communications | * To support the preparation of Committee reports and other documentation through research and data gathering. *Grade H post will contribute to the preparation of Committee reports and other documentation.* * To prepare draft responses to correspondence. |
| Partnership / corporate working | * Liaison with representatives from the Local Area Office relating to the delivery of schemes in the Integrated Transport Capital Programme. * Liaise with contract partners, colleagues, members and other stakeholders to ensure appropriate resolutions are achieved. |
| Resource management | * To assist with monitoring scheme budgets, liaising with partners as required. |

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| Person Specification | |
| Essential upon appointment | **Desirable on appointment** |
| Knowledge  Grade G new entrant   * Knowledge of Microsoft Office packages. | **Grade G new entrant**   * Understanding of Traffic Regulation Order procedures. * An understanding of local government administrative and financial procedures. |
| Grade G with more experience   * Working knowledge of legislation relating to traffic signs and lines and traffic calming. * Collision investigation studies and safety schemes including traffic calming. | **Grade G with more experience**   * Understanding of Traffic Regulation Order procedures. * An understanding of local government administrative and financial procedures. |
| Grade H (all above, plus)   * Working knowledge of legislation relating to traffic signs and lines and traffic calming. * Collision investigation studies and safety schemes including traffic calming. * An understanding of local government administrative and financial procedures. | **Grade H**   * Understanding of Traffic Regulation Order procedures. |
| Experience  Grade G new entrant   * Demonstrable experience within a highways related role. * Dealing with the public. | **Grade G new entrant**   * Local Government experience. * Experience of Road Safety Audits. |
| Grade G with more experience   * Demonstrable experience within a highways related role. * Experience in the use of ACAD. | **Grade G with more experience**   * Local Government experience. * Experience of Road Safety Audits. |
| Grade H   * Demonstrable experience within a highways related role. * Experience in the use of ACAD. | **Grade H**   * Local Government experience. * Experience of Road Safety Audits. * Fatal Collision Inspections. |
| Occupational Skills  Grade G and 9   * Excellent oral and written communication skills. * Customer care skills. * Problem solving and the ability to find practical solutions. * Analytical skills. * Excellent organisational skills. * ICT skills including the use of a number of software packages including Microsoft Office. * Ability to work as a member of a technical team. * Highly motivated and reliable. |  |
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| Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role   * Level 2 qualifications or equivalent to include skills in literacy, numeracy, chemistry or physics. * Undertaking year 1 of Civil Engineering ONC qualification or equivalent substantial highways related knowledge. |  |
| Grade G with more experience   * ONC in Civil Engineering or equivalent. * Undertaking year 1 of Civil Engineering HND/C in Civil Engineering or equivalent. |  |
| Grade H   * ONC in Civil Engineering or equivalent. * Achieved first year on HND/C in Civil Engineering and willing to continue to year 2 of the qualification. |  |
| Other Requirements   * Ability to travel across the County. * Commitment to continuing professional development. |  |
| Behaviours | [Link](http://nyccintranet/policies/behaviour-and-skills-framework) |

NB – Assessment criteria for recruitment will be notified separately.  
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.