

 WOKINGHAM BOROUGH COUNCIL	Job Description		Job Reference
			712415
Job Title	Senior Traffic and Road Safety Officer		
Service	Network Management and Transport	Team	Network Management, Traffic & Road Safety Team
Location	Shute End, Wokingham/Hybrid working/Borough-wide site visits		
Reports to	Senior Engineer – Traffic & Road Safety Team Manager		
Responsible for			
Grade	Type of position:		Date
Grade 7	Permanent, Full Time		July 2024
This job description indicates the general nature and level of work required of the post and the level of responsibility it carried. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.			
<u>Service Purpose</u>			
The service provides a range of integrated transport, parking and civil enforcement services across the borough. As part of the Highways and Transport the team plans, develops and improves the existing road network with a view to managing traffic, reducing congestion, controlling parking, promoting sustainable travel option and public transport and improving road safety for the benefit of all users the highway and our borough’s residents, businesses and visitors. The team also provided for the transports needs of our school children, SEND and vulnerable adults.			

<u>Purpose of the role</u>	
<ul style="list-style-type: none"> • Planning and delivery of Traffic Management Studies: Lead on the planning and delivery of small traffic projects like road signing and lining schemes, speed limit/speed management schemes, pedestrian crossings assessments and feasibility studies, and parking restrictions and controls, local safety schemes and small-scale scheme to reduce traffic congestion • Create and support the creation of Plans and Drawings: Make drawings and plans for traffic management, parking, and road safety projects and support colleagues in doing the same. • Provide Technical Support: Assist colleagues by conducting basic research, site investigations, collecting data, and analysing technical information and produce reports as required to respond to requests from petitions, support decision making via committee reports/executive member decision • Make sure office records are maintained: Help keep office records, databases, and systems up-to-date and well-organised. • Lead on the planning and delivery of new Traffic Regulations: Lead on the planning and implementation of Traffic Regulation Orders, Plans, and Notices for parking restrictions, speed limits, and other moving traffic restrictions. • Handle Inquiries: Respond to questions from customers, colleagues, and elected officials promptly and helpfully through email, phone, and in person, ensuring excellent customer service. • Ensure Quality Standards: Make sure all work meets the Council's standards and objectives. 	
<u>Main Accountabilities</u>	
The main responsibilities and duties to be undertaken in order of importance.	
1	To carry out investigation, data collection, analysis and consequently propose solutions that could address the identified problem with constraints of both financial and physical layout.
2	Be responsible for the implementation of Traffic Regulation Orders, including drafting orders, obtaining legal approval, advertising orders, completing all relevant documentation for decision making by the Executive member, responding to objectors and overseeing the ordering and implementation of approved schemes
3	Prepare all necessary reports, plans, drawings, and specifications for small traffic and road safety schemes related to projects, including consultation reports, design and option appraisal reports, briefing notes and decision reports including key decisions and cabinet papers.
4	Gather information about traffic, parking, and road conditions through on-site investigations.
5	To respond to enquiries, requests and complaints in compliance with Wokingham's policies and customer excellence guidance. Provide specialist guidance and support to others within the team and other departments. Communicate with customers, colleagues, and elected officials about traffic and road safety issues, and keep clear records using the Council's systems.

6	Assist with applications, plans and specifications for domestic vehicle crossovers, traffic signs, road markings, and other related equipment.
7	Supervise and manage licensing and approval of temporary and private direction signs.
8	Supervise the Council's Vehicle Activated/Speed Indication Device Programme.
9	Organize traffic management maintenance using the Highway Infrastructure Management System (HIMS), using the training provided.
10	Keep records, documents, data, and systems up to date, using the training provided.
11	Provide records, information, and data to colleagues within and outside the organisation.
Supervision Received	The post holder will work closely with team members and the Team Manager to set priorities and meet targets. The post holder will receive supervision, but over time, will be expected to manage their own workload following established guidelines.
Supervision Given	The post holder will supervise the Traffic and Road Safety Officer
Contacts & Working Relationships	The post holder will work closely and supportively with colleagues across the Wokingham Highway Alliance, other teams within the Place & Growth Directorate, and across the Council. They will also interact with elected officials, Thames Valley Police, stakeholders, community groups, contractors, and neighbouring local authorities.
Management of resources or budget	Post-holder will be responsible for managing the contractor when delivering works ordered while staying within the budget.
Special Factors	The post holder will need to be able to travel to different locations within the borough and other areas. Be prepared to work flexible hours and attend evening meetings when needed.

Organisation Chart

This organisation chart shows the position of the role within the team, department and service/function.



Person Specification

Focus on describing the qualifications, skills, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable.

Qualifications	Essential	Desirable
Indicates the level of educational achievement and vocational training necessary to carry out the duties of the post. Include level, depth or standard of qualification.	HNC/Degree in Civil Engineering (or equivalent)	A record of continuing professional development in Traffic/Transportation such as training courses in relevant or related technical specialisms.
Technical Skills.	Essential	Desirable

This describes the technical skills and level of proficiency required to carry out the role.	Proficient in MS Office i.e. able to use the majority of the systems functions without assistance. Utilises information and communications technology to access and communicate information	Ability to assess situations/problems in a systematic/rational manner to produce high quality solutions.
	Ability to create letters, emails, presentations and documents competently	
	Numeracy – works accurately with figures, e.g. calculate %, cross checking data	
	Good organisational skills and ability to work without supervision using own initiative	
	Strong written and verbal communication skills including the ability to listen, assimilate data and act with tact, diplomacy and sensitivity	
	Experience in the delivery of Traffic Regulation Orders	
Knowledge	Essential	Desirable
Areas of knowledge in which the post holder should be proficient to carry out the duties of the post.	A good understanding of traffic & highway laws and general road user environments	Good general understanding of local government, public sector service delivery
	Familiar with relevant highways and traffic legislation, standards and guidance e.g. Road Traffic Act, Design Manual for Roads & Bridges, Traffic Signs Manual	
	High level of knowledge to undertake and or oversee the assessment and design a range of traffic management, road safety and parking related schemes.	
Experience	Essential	Desirable
Required level of experience required of the post holder.	Customer engagement and/or experience in a customer focused setting	Project management skills
	Experience of dealing with the general public	Budget monitoring & management.

	Experience in a traffic and road safety role Experience of using Microsoft Office packages (Word & Excel) and Autocad to intermediate/high level.	In depth experience of Traffic management, road safety and parking design over a wide range of projects.
Other	Essential Experience in a network management/road safety role	Desirable Good experience in project management, work load prioritization and customer engagement.
	Experience of Traffic management, road safety engineering and parking related projects, assessment and design.	
Specific requirements not covered by the above.	Hold a full UK driving license.	Will be able to attend evening meetings as required
	Ability to visit locations within the Wokingham Borough on a regular basis	
Completed by:	Edward Day Traffic Manager – Network Management Team	Date: July 2024