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|  WOKINGHAM BOROUGH COUNCIL | Job Description | | Job Reference |
| | | | 712362 |
| Job Title | Traffic and Road Safety Officer | | |
| Service | Place & Growth | Team | Traffic & Road Safety Team |
| Location | Shute End, Wokingham/Hybrid working/Borough-wide site visits | | |
| Reports to | Senior Traffic and Road Safety Officer | | |
| Responsible for | n/a | | |
| Grade | Type of position: | | Date |
| Grade 6 | Permanent Full Time (suitable for job-share) | | 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 of the highway and the borough’s residents, businesses and visitors. The team also provided for the transports needs of our school children, SEND and vulnerable adults. | | | |

Purpose of the role

- **Help Plan and Design Traffic Projects:** Assist with 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 Plans and Drawings:** Make drawings and plans for traffic management, parking, and road safety projects with guidance from your colleagues.
- **Provide Technical Support:** Assist colleagues by conducting basic research, collecting data, and analysing technical information.
- **Maintain Office Records:** Help keep office records, databases, and systems up-to-date and well-organized.
- **Prepare and Implement Traffic Regulations:** Assist in creating and implementing 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.

Main Accountabilities

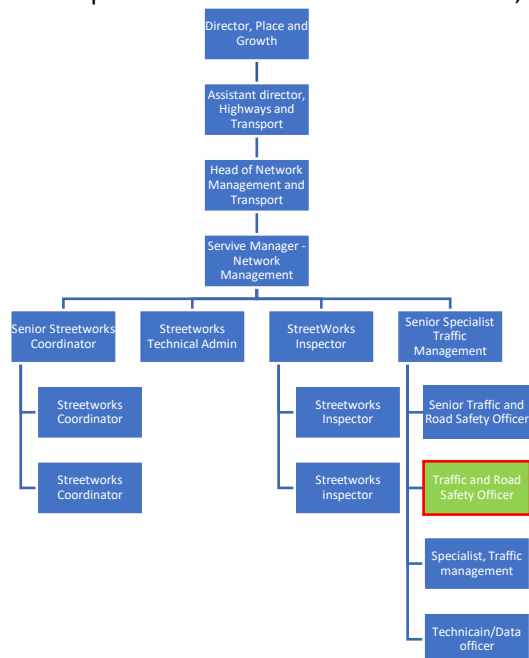
The main responsibilities and duties to be undertaken in order of importance.

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| 1 | Assist in carrying out investigation, data collection, analysis and consequently propose solutions that could address the identified problem with constraints of both financial and physical layout. Including gather information about traffic, parking, and road conditions through on-site investigations and commission third party data collection. |
| 2 | Prepare plans, drawings, and specifications for small traffic and road safety schemes |
| 4 | To respond to enquiries, requests and complaints in compliance with Wokingham's policies and customer excellence guidance. Provide 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 . |
| 5 | Assist with the Traffic Regulation Order process, including drafting orders, plans, preparing press notice and on-site notices, ordering and programming of works with our contractor |
| | To assist with the preparation all necessary reports related to projects, including consultation reports, design and option appraisal reports, briefing notes and decision reports including key decisions and cabinet paper |
| 6 | Create plans and specifications for domestic vehicle crossovers, traffic signs, markings, and related equipment. |

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| 7 | Assist with the licensing and approval of temporary and private direction signs. |
| 8 | Manage the Council's Vehicle Activated/Speed Indication Device Programme and School warning lights ensuring they are operational and correctly programmed. |
| 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 | n/a |
| 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 your time and contractor resources 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 |
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| 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. | GCSE level (A*-C) to include English, or equivalent (or appropriate experience) | Professional qualifications (or progress towards), ONC/HNC in Civil Engineering (or equivalent) |
| | | Good knowledge and understanding of the construction design and management regulations and Traffic regulation orders. |
| 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 reports documents competently | |

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| | Numeracy – works accurately with figures, e.g. calculate %, cross checking data | |
| | Good organisational skills | |
| | Good communication skills including the ability to listen, assimilate data and act with tact, diplomacy and sensitivity | |
| Knowledge | Essential | Desirable |
| Areas of knowledge in which the post holder should be proficient to carry out the duties of the post. | Understanding of traffic laws and general road user environment | Familiar with relevant highways and traffic legislation, standards and guidance eg Road Traffic Act, Design Manual for Roads & Bridges, Traffic Signs Manual |
| | | Good general understanding of local government, public sector service delivery |
| | | knowledge to undertake with limited assistance 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 along with working with the general public | Experience of using AutoCAD design tools |
| | | Experience in a traffic and road safety role |
| Other | Essential | Desirable |
| 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: |