

Job Description

POST TITLE:	Traffic Engineer (Traffic Order Making)
DIRECTORATE:	Neighbourhoods and Regeneration
SERVICE:	Streetscene
GRADE:	S01/S02/P01 Nb Option a denotes S01, Option b denotes S02, Option c denotes P01 (+ Occasional supervisory responsibility)
LOCATION:	London Borough of Hackney
RESPONSIBLE TO:	Traffic Engineer

PURPOSE OF THE JOB:

1.
 - a) The Traffic Engineer will work with the Senior Traffic Engineer in providing a Traffic Order Making service.
 - b) The Traffic Engineer will work with the Senior Traffic Engineer in managing and providing a Traffic Order Making service.
 - c) The Traffic Engineer will work with the Senior Traffic Engineer in managing and progressing schemes related schemes, and providing a Traffic Order Making service.
2.
 - a) The Traffic Engineer will ensure, in conjunction with colleagues, that statutory and legal obligations are delivered and communicated in a customer-focussed manner, optimising available resources.
 - b) The Traffic Engineer will play a significant role in projects to ensure, in conjunction with colleagues, that statutory and legal obligations are delivered and communicated in a customer-focussed manner, optimising available resources.
 - c) The Traffic Engineer will take a lead role in projects to ensure, in conjunction with colleagues, that statutory and legal obligations are delivered and communicated in a customer-focussed manner, optimising available resources.

3. a) The Traffic Engineer will be accountable to the Senior Traffic Engineer for achieving agreed Service outcomes and personal appraisal targets which uphold the Council's Core Values and meet the challenges of Best Value and Comprehensive Performance Assessment.
- b) The Traffic Engineer will be accountable to the Senior Traffic Engineer for achieving agreed Service outcomes and personal appraisal targets which uphold the Council's Core Values and meet the challenges of Best Value and Comprehensive Performance Assessment.
- c) The Traffic Engineer will deputise for the Senior Traffic Engineer as required, and be accountable to the Senior Traffic Engineer, and be proactive in achieving agreed Service outcomes and personal appraisal targets which uphold the Council's Core Values and meet the challenges of Best Value and Comprehensive Performance Assessment.
(This will involve occasional supervisory responsibility and the provision of high level advice on potential complex and contentious issues)

Council Specific Accountabilities

Learning, Creativity and Judgement

1. To develop his/her skills base to enable him/her to undertake a wider range of duties and tasks, and where necessary, carry out appropriate training and/or academic qualifications.

Strategic Thinking and Planning

2. To contribute to the development of the Service and its statutory functions.
3. To be responsible for ensuring, in consultation with colleagues, that advice given and recommendations made have full and proper regard for the Council's policies, standards and relevant Government legislation and guidance.
4. a) To assist in adding value to the service delivered, in developing and implementing Best Value and providing customer-focussed standards in regulatory environment.
- b) To actively participate in adding value to the service delivered, in initiating, developing and implementing Best Value and providing customer-focussed standards in regulatory environment.
- c) To be proactive in adding value to the service delivered, in initiating, developing and implementing Best Value and providing customer-focussed standards in regulatory environment.

Managing Services and Delivery

5. In conjunction with the Senior Traffic Engineer to put into practical operation the key objectives of the service and Council in relation to Traffic Order Making and related matters.
6. To ensure that duties are carried out in accordance with the Council's policies and Code of Conduct, with full regard to the Council's Equal Opportunities Policy.
7. To ensure that the administrative and technical procedures required to deal with tasks under the relevant Acts and Regulations, are carried out and work outcomes are of sufficiently high standard to comply with any systems in place to demonstrate quality.
8.
 - a) To take responsibility in conjunction with colleagues, for undertaking such correspondence and discussions with the public and Council officers or other appropriate people as required for the determination of applications.
 - b) To take responsibility, in conjunction with colleagues, for undertaking such correspondence and discussions with the public and Council officers or other appropriate people as required for the determination of applications.
 - c) To take a lead role where required, for undertaking such correspondence and discussions with the public and Council officers or other appropriate people as required for the determination of applications.
9.
 - a) To ensure, in conjunction with colleagues, that necessary and effective consultation and liaison to facilitate the effective involvement of local interest and statutory bodies and other Council services with regard to Traffic Order Making is carried out.
 - b) To ensure, in conjunction with colleagues, that necessary and effective consultation and liaison to facilitate the effective involvement of local interest and statutory bodies and other Council services with regard to Traffic Order Making is carried out.
 - c) To take a lead role where required for ensuring that necessary and effective consultation and liaison to facilitate the effective involvement of local interest and statutory bodies and other Council services with regard to Traffic Order Making is carried out.

Communication

10.
 - a) To assist in providing professional guidance, on the interpretation of the statutory and legislative requirements in a customer-focussed and democratic framework. To attend public meetings, and other working meetings as required.

b) To provide professional guidance, on the interpretation of the statutory and legislative requirements in a customer-focussed and democratic framework. To attend public meetings, and other working meetings as required.

c) To represent the Council/department on issues related to the functional area and lead on providing professional guidance, on the interpretation of the statutory and legislative requirements in a customer-focussed and democratic framework. To attend public meetings, and other workings meetings as and when required.

Managing Projects and Resources

11. To use IT equipment to input data and analyse and extract information in connection with specific duties.
12. Such other minor and non-recurring duties, appropriate to the post as may be directed.

Service Specific Accountabilities

13. The Traffic Engineer will help to ensure that the work of the Unit is customer-focussed, achieving appropriate changes and improvements within the context of CPA and Best Value reviews.
14. The Traffic Engineer will be accountable to the Senior Engineer for achieving agreed service outcomes and personal appraisal targets.
15. To assist the Senior Engineer in planning, programming, designing and implementing items from the Team's work programme and ensuring that they are completed in line with the Council's policies and objectives.
16. To actively participate in ensuring that the quality of services provided by the team and associated contractors is of the highest quality within the available resources.
17.
 - a) To assist with the Traffic Order Making process.
 - b) To undertake the Traffic Order Making process.
 - c) To lead on the Traffic Order Making process.
18.
 - a) To assist with site surveys, traffic surveys and other means of data collection.
 - b) To undertake site surveys, traffic surveys and other means of data collection.
 - c) To lead on site surveys, traffic surveys and other means of data collection.
19. To be aware of issues related to the particular area of work.
20.
 - a) To assist with the preparation of drawings, reports, consultation documentation.
 - b) To undertake the preparation of drawings, reports and consultation documentation.
 - c) To lead on the preparation of drawings, reports and consultation documentation.

Progression between S01/S02/P01 will be dependent on demonstrating the ability to achieve the Performance Targets set out for the function area to which the post holder has responsibility. This will be measured by performance appraisal and performance agreements. The management of performance is the result of structured discussions and decisions made with the Team Leader through the annual appraisal process and supervision sessions. Discussions will include focus on contribution and responsibility in the following areas:

- Implementation of service requirements e.g. quality standards.
- Involvement in supervision and development colleagues
- Contribution to projects

NB: All employees are expected to adhere to the Council's Diversity & Equality and Health and Safety Policies.

Person Specification

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SERVICE:	Streetscene
GRADE:	S01/S02/P01 Nb Option a denotes S01, Option b denotes S02, Option c denotes P01 (+ Occasional supervisory responsibility)
LOCATION:	London Borough of Hackney
RESPONSIBLE TO:	Senior Traffic Engineer

Skills and Abilities

Communication

1. Ability to write reports and a wide range of correspondence relating to Traffic Order Making. (IT)
2. Ability to communicate effectively with service users e.g. negotiations, presenting evidence or advice in a public forum within Hackney's diverse community. (SIT)

Managing Projects and Resources

3. a) Ability to handle an extensive workload, including ability to act on own initiative, prioritise and meet strict deadlines. (IT)
b) Ability to organise the work of others and handle an extensive workload, including ability to act on own initiative, prioritise and meet strict deadlines. (IT)
4. Ability to use new technology to assist in improving service delivery and personal performance. (SIT)

Managing Services and Delivery

5. a) Ability to contribute effectively to team working. (IT)

b) Ability to lead on projects and contribute effectively to team working. (IT)

Knowledge

6. Ability to promote and implement equal opportunities in accordance with Council guidelines. (IT)
7. Ability to understand plans and drawings and other relevant technical information related to Traffic Order Making.(SIT)
8. Ability to operate IT systems and equipment. (IT)
9. A good understanding of relevant Traffic Order Making legislation. (SIT)
10. Knowledge of Traffic Order Making issues as they affect the inner city. (IT)
11. Knowledge of Best Value criteria. (IT)

Work Related Experience

12. Understanding of or experience of providing services to customers and being accountable for these services. (SIT)
13. Understanding of or experience of Traffic Order Making within an urban environment. (SIT)

Qualifications

14. A qualification in Transportation Planning and membership of, or eligibility for membership of, a relevant professional body. (SIT)
15. a) A minimum of 2 years post qualification Traffic Management experience across a range of work areas. (SIT)

b) A minimum of 4 years Traffic Management experience across a range of work areas. (SIT)

Circumstances

16. Able and willing to attend meetings or undertake work outside normal working hours e.g. evening meetings. (SIT)

S = To be assessed at Short listing

I = To be assessed at Interview

T = Test

All employees are expected to adhere to the Council's Equality & Diversity and Health & Safety Policies.