



## Job description

<b>Job title:</b>	<b>Traffic Manager</b>
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<b>Directorate:</b>	<b>Place</b>	<b>Salary:</b>	<b>£54,495 - £59,999 per year plus £729 London Weighting and £300 stand-by payment per month (see Appendix A)</b>
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<b>Section:</b>	<b>Highways and Transport</b>	<b>Grade:</b>	<b>BG-D SCP 43 - 38</b>
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<b>Location:</b>	<b>Time Square</b>	<b>Work style:</b>	<b>Flexible</b>
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### Key objectives of the role

To fulfil the statutory function of Traffic Manager, as defined by the Traffic Management Act 2004 (TMA), and referenced in the BFC constitution.

The post holder is responsible for ensuring the discharge of the Council's legal duties under the TMA, New Roads & Street Works Act 1991 (NRSWA) and other related Highway statute. This entails liaison and scrutiny of Statutory Undertakers, Council Departments and civil contractors to ensure the delivery of a planned and co-ordinated response to highway network management.

The post holder is responsible for managing the broad impacts of network management which contribute to the overall economic prosperity of the Borough. In particular the post-holder will influence the successful management and on-going performance of the road network associated with key growth areas across the Borough, including the regenerated town centre.

The post holder will oversee the effective investigation and enforcement of highway law, including the protection of highway assets maintainable at public expense and the approval of temporary traffic management to ensure safety of the general public during the execution of highway or utility works.

## Designation of post and position within departmental structure

**Assistant Director: Highways & Transport**

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**Traffic Manager**

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**Highway Network Management Team**

This post reports to the Assistant Director: Highways & Transport and the post holder is responsible for the management of the Highway Network Management Team (currently 6 employees, 3 posts report directly to the Traffic Manager). In rare cases, the post may report separately to the Executive Director: Place on matters requiring statutory separation from some functions delegated to the Assistant Director: Highways & Transport.

## Daily and monthly responsibilities

1. Develop and maintain the Council's Strategic Highway Network Management Plan and direct street work operators, statutory undertakers, local businesses and other Council departments in relation to its implications/obligations.
2. Manage a team of officers to ensure that the Council discharges its legal duties in relation to the TMA in respect of the management of the highway network within and through the Borough.
3. Be responsible for managing the implementation and operation of the Bracknell Forest Permit Scheme (BFPS) within Bracknell Forest borough, ensuring that all operational aspects are undertaken in accordance with the scheme rules, that parity is applied and the Council remains impartial at all times in this regard.
4. Ensure continuous service cover for the operational aspects of the BFPS during its core operating hours (currently 8.30am-4.30pm, Mon-Fri) and manage Highway Network Management Team staff cover accordingly.
5. Ensure the effective recovery of income related to service delivery including BFPS fees, NRSWA section 74 charges, inspections charges, licence fees and Fixed Penalty Notice income and to pursue debt recovery processes where required in order to balance operational costs.
6. Manage the inspection and enforcement of highway interference and defect under highway statute and to take action on matters of non-compliance, including the application of financial penalties and pursuance of legal action where appropriate, including representing the authority in relevant legal proceedings.
7. Undertake and manage an out-of-hours call out system for emergency situations on the highway network within parameters agreed by the Assistant Director: Highways & Transport (see [Appendix A](#)).
8. Develop policies and strategies for the effective management of the highway network, identifying (potential and actual) causes of congestion and disruption including the promotion of Temporary Traffic Regulation Orders as appropriate.
9. Provide expert guidance and support to the Council regarding best practice in highway network management matters, including the broader legislative opportunities to manage

disruption, congestion and vehicle emissions.

10. Liaise with and influence other departments, divisions and teams within the Council and external agencies (including statutory undertakers, Government agencies and other highway authorities) as necessary to ensure that effective arrangements are in place to minimise disruption, or the risk of disruption, to the highway network.
11. Liaise with Elected Members, Parish Councils, the Police, Statutory Undertakers, Transport Operators and other public bodies to ensure the implementation of effective communication plans to alert the traveling public (and Borough residents) of disruption, risk or dangers on the highway network.
12. Present proposals and items to Members, Working Groups and other organisations as required, including submissions to Committees.
13. Brief the Assistant Director: Highways & Transport on complex and sensitive matters relating to the highway network and ensure that informed decisions are taken at all times.

It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

### Scope of role

This post plays a key role in the efficient operation of the highway network and its resultant impact upon the travelling public, thereby significantly contributing to the Council's Local Transport Plan policy objectives of reducing delay associated with traffic congestion and improving the reliability of journey times.

The post holder operates under their own initiative and applies reason and proportionality to the decisions they make. Some of these decisions will have a wide impact on the Borough and potentially surrounding Boroughs for example in relation to road closure decisions. In so doing so they will protect the Council against exposure to substantial liability in respect of costs associated with legal challenges.

Indirectly, the post impacts upon the economic prosperity of the Borough through the effective performance of the transport network, including current and future factors critical to the successful operation of the regenerated Bracknell town centre.

The post holder has controlling influence over the effective delivery of all BFC Highway & Transport works programs (Capital & Revenue) ranging between £5-10m per annum. The post holder is also directly responsible for the recovery of income associated with the BFPS/NRSWA charges (up to £500,000 p.a.) and the recommendation of charges in order to meet the Council's operational overheads as dictated by the scheme.

Performance in this role directly impacts upon local communities, the wider public and the Council's reputation.

Commitment to the Council's Equal Opportunities policy at all times.

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.



### Person specification

Key criteria	Essential	Desirable
<b>Skills and qualifications</b>	<p>Relevant Civil Engineering qualification combined with substantial relevant experience. Membership of an appropriate Institution.</p> <p>Comprehensive and detailed understanding of all aspects of highway law and enforcement procedures</p> <p>City &amp; Guilds Advanced Certificate for Utility Operations – Administration for Street Works Notices or equivalent.</p> <p>NRSWA (New Roads and Street works Act 1991) Accredited Supervisors Qualification</p>	<p>Evidence of Management Training</p> <p>IOSH Certificate</p>
<b>Competence summary</b> (Knowledge, abilities, skills, experience)	<p>Extensive experience at a line management level in this discipline.</p> <p>Thorough understanding of the legal framework, including highway authority and statutory undertakers powers, duties and functions under both the New Roads &amp; Street Works Act 1991 and Traffic Management Act 2004.</p> <p>Expert knowledge and understanding of the principles of street works co-ordination, highway network management and asset management.</p> <p>Good understanding of the relationships between traffic, transport planning, highway asset management and network management.</p> <p>Experience in the application of Health and Safety legislation and risk assessment.</p>	<p>Thorough understanding of national and regional transport policy objectives.</p> <p>Management of consultants and contractors.</p> <p>Experience of GIS systems.</p>

	<p>Thorough knowledge of an Electronic Transfer of Notice (EToN) XML protocol or its replacement.</p> <p>Report writing experience and the ability to analyse information and present findings in a coherent form.</p> <p>Computer literate, with spreadsheet skills and the ability to competently manipulate data.</p> <p>Ability to work and liaise with a wide range of professionals</p> <p>Ability to prioritise and delegate.</p> <p>Ability to manage people and share knowledge</p>
<b>Work-related Personal Requirements</b>	<p>Capable of logical thinking and pragmatic approach to problem solving under pressure.</p> <p>Excellent negotiation skills.</p> <p>Excellent interpersonal and communications skills.</p> <p>Ability to be creative and innovative.</p> <p>Ability to blend tact with firmness.</p> <p>Remain calm and polite in heated situations.</p> <p>Self-motivated, yet also good team player</p> <p>Ability to meet deadlines.</p> <p>The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment. Mobility is required to visit locations in the borough on a frequent basis.</p>
<b>Other work requirements</b>	<p>Occasional attendance at evening meetings.</p> <p>Occasional out-of-hours working</p> <p>Inclusion in an out-of-hours on call rota</p>
<b>Role models and demonstrates the</b>	<p>Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our</p>

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<b>Council's values and behaviours</b>	residents and engage with our communities.  We make our values real by demonstrating them in how we behave every day.
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**All staff should hold a duty and commitment to observing the Council's Equality and Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality and Diversity legislation and Council policies/procedures.**



## Appendix A.

### Traffic Manager out-of-hours stand-by cover

The role comprises inclusion of stand-by cover to remain contactable out-of-hours, within the limits of what is reasonable and practical. Potential actions are outlined below, but it is expected that your need to respond will be infrequent due to the existence of Forestcare (the Council's out-of-hours call centre) and the emergency call-out arrangements in place with the Council's highway contractor.

Routine incidents will typically be dealt with through direct liaison between Forestcare and the highway contractor. The stand-by arrangement for this role relates to more complex or escalated matters which upon which Forestcare or the highway contractor require input, decision or action. Your ability to subsequently respond (including connecting remotely to the Council's systems or arranging attendance at site) will be determined on a case-by-case basis.

Determination of the response may require involvement of the Assistant Director: Highways and Transport. Liaison with the Council's out-of-hours Communications Officer may also be required. Furthermore, the postholder will be required to maintain a wider supportive stand-by arrangement within the Highway Network Management team such that dual actions (i.e. strategic/tactical) can be achieved out-of-hours if required. This arrangement is currently in place and includes 2 members of the wider team.

The principle of the stand-by cover for this role is, therefore:

- Availability for mobile telephone calls between 19:30 and 07:30, Monday to Friday and 24 hours on Saturday, Sunday and Bank Holidays in response to urgent or emergency highway network issues (escalated from Forestcare or the highways contractor)
- Liaison with colleagues, contractors or third parties regarding any appropriate actions. Involving the Assistant Director: Highway and Transport where necessary
- Attendance to site, or arrangement for colleagues to attend site, if required

The responsibilities of this role are an extension of your existing post. However, due to the out-of-hours nature you will receive a **monthly standby payment of £300**. This amount is subject to tax and National Insurance but is not pensionable.

In addition, a call-out payment will be made for any out-of-hours actions required lasting more than 30 minutes. For the purposes of this arrangement out-of-hours is determined as Monday to Friday between 17.00 and 08.30, and all hours at weekends.

There is no stipulation to be able to get to the Borough within a certain timeframe, but you will be expected to communicate with your line manager, and other colleagues also providing this out-of-hours stand-by cover, if you are taking annual leave or absent from work due to sickness. During periods of sickness or annual leave this stand-by arrangement will be transferred to the Assistant Director: Highway and Transport.