



Role Profile

Job Title: Traffic Data Technician	Role Profile Number: 12237
Grade: CFL 7 Salary:	Date Prepared: October 2024
Directorate/Group: Inclusive Economy & Sustainability: Operations	Reporting to: Team Leader: Traffic Management & Road Safety
Structure Chart attached:	No

Job Purpose

Working in the Traffic Management and Road Safety Team within Highways and Transport, to gather, collate, analyse and report on a variety of highways and transport data.

To support strategy and policy formulation and the highways and transport capital programme by providing the necessary data to allow informed, evidence led decisions to be made on scheme priorities.

To monitor the performance of the highway network particularly in regard to the effectiveness of traffic management and road safety capital schemes being implemented.

Key Accountabilities

- Support the Traffic Management and Road Safety Team by understanding the data requirements for each service by gathering and mapping their requirements on a project plan
- Become familiar with the range of specialist internal and external systems that hold highways and transport data related to traffic speeds, volumes and classification, road casualties, walking and cycling levels, traffic regulation orders etc
- Carrying out analysis of the data and reporting on the results in a timely manner, identifying patterns and trends within the data to inform decision making and resource management
- Ensuring the integrity of data that you have by being able to effectively validate, cleanse and resolve data quality issues
- Produce presentations, documents, project plans and spreadsheets to support the work programme of the team

- Present data in a variety of formats to colleagues, senior officers, Councillors and stakeholders, provide results and showcase insights which will help to make evidence-based decisions
- Interact and be in regular direct contact with the teams you are working with
- Maintain various internal and externally hosted IT systems including inputting data
- Identification of data quality issues and liaison with colleagues to develop and implement corrective action
- Commissioning of traffic surveys from external suppliers, monitoring their performance and validating their outputs

Supplementary Accountabilities

- Managing the internal database of licence applications and variations submitted for Heavy Goods Vehicle operating centres across the Borough
- Lead on the annual review of collision data
- Assist in the maintenance of the internal database of Traffic Regulation Orders
- Assist in the collation and reporting of school census data
- Train colleagues in the use of the various data systems
- Collate responses to Freedom of Information requests

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Experience of working in an operational and strategic statistical/analytical environment
- Experience of analysing data and reporting on trends using a variety of methods and techniques
- Ability to interpret and present data in a way which is insightful to operational managers
- Good IT skills, including experience of using Microsoft Word, Powerpoint and Excel and conversant with database applications
- Experience of using Geographical Information System (GIS) to obtain, collate and analyse spatial data
- Good communication skills – both written and verbal
- Ability to work to manage own workload and work independently and within deadlines
- Ability to show initiative and take responsibility for the quality of their own work

Qualifications

- A level educated, or equivalent in a discipline relevant to the post, or equivalent demonstrable experience in working with data in an operational environment

Decision Making

- Ability to make basic decisions in line with policy
- Ability to prioritise own workload to ensure all tasks are completed within the given time frames
- Ability to resolve problems encountered within the role independently. For problems which cannot be resolved by the post holder, guidance will be sought from the relevant manager

Creativity and Innovation

- Ability to think through how existing processes can be improved to the benefit of the service
- Develop innovative ways of presenting and reporting data to improve understanding and engagement from colleagues
- Understands and anticipates the implications of potential problems and acts to develop plans or procedures to minimise the effects

<u>Job Scope</u> Number and types of jobs managed <ul style="list-style-type: none">• None Typical tasks supervised/allocated to others <ul style="list-style-type: none">• None	Budget Holder Responsibility Asset Responsibility:	No . No
---	---	-----------------------------------

Contacts and Relationships

(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)

- Regular contacts with customers, line manager and other members of the wider team
- Co-operate and work well with colleagues at all levels of the organisation, seeking collective responsibility for the achievement of goals
- Demonstrate consideration and respect for other's feelings and opinions and avoid judging and making assumptions
- Demonstrate self-awareness of their style of working and develop flexibility and adaptability in order to work well with others

Other Key Features of the role

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

- Ability to deal with sensitive and confidential information in a professional manner.