



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Senior Traffic Technician	Role Profile Number: HI2365v3
Grade: Q Salary:	Date Prepared: June 2020
Directorate/Group: Service Delivery – Highways & Transport	Reporting to: Traffic Manager
Structure Chart attached:	

Job Purpose

- To work as part of the Traffic Management & Road Safety team providing safe and effective management of Swindon's highway network
- To contribute to the identification, prioritisation and management of traffic management and road safety improvements in accordance with council policy and statutory requirements.

Key Accountabilities

- Be responsible for the management of the AccsMap accident database and analyse accident records to make recommendations for engineering and/or education based safety improvements
- Research, investigate and report collision patterns relating to types of road user, location etc identifying trends and making comparisons with national and regional trends
- Design, review and oversee implementation of traffic management and road safety improvement measures/schemes
- Liaise as necessary with the Police and other emergency services in the investigation and analysis of road traffic incidents, contributing to fatal road traffic collision investigations when necessary
- Act as Project Sponsor or Project Manager as appropriate to ensure the effective procurement and delivery of traffic management and road safety improvement measures/schemes
- Lead Project meetings with internal and external stakeholders
- Manage and co-ordinate projects providing project status updates for Project Board and other stakeholders
- Manage project budgets and be responsible for the delivery of projects to the agreed budget
- Co-ordinate public consultations and public relations regarding projects
- Act as a single point of contact for stakeholders and external agencies concerning the progress

- of specific projects
- Prepare written and verbal reports to Project Board and Cabinet Member or committees as required
- Investigate reports from the Police, the general public, Elected Members etc. relating to highway and traffic safety and identify potential safety improvement measures/schemes
- Contribute to the development of strategic Highways & Transport plans and other corporate documents and their policies and strategies
- Commission traffic surveys in order to build up, in conjunction with accident data, an information database against which traffic management and road safety improvement schemes can be prioritised
- Undertake site surveys and arrange safety audits of highway schemes
- Deputise for the Traffic Manager when required.
- To assist the Traffic Manager in the recruitment and selection process when required.

Supplementary Accountabilities

- Contribute to the development of procedures to consistently review and prioritise requests for action from Members of Parliament, Elected Members, Parish Councils, Residents Associations and others in line with an agreed model
- Contribute to the preparation and on-going monitoring of the programme of works for traffic management and road safety improvement measures/schemes
- Provide advice and guidance to other departments within the Council and external clients on matters relating to traffic management and road safety
- Prepare risk assessments and support the Traffic Manager and team members to have the necessary training and act in accordance with H&S regulations
- Be responsible for client and/or designer CDM requirements.
- Ability to travel for meetings and site visits, ability to drive.

Knowledge & Experience

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

Minimum

- Good interpersonal skills, incorporating a cheerful, friendly and outgoing approach to people
- Computer literate (Microsoft Office)
- Extensive experience in the use of design software AutoCAD and affiliated software.
- Proven track record in the design and implementation of traffic management schemes
- Ability to promote excellent customer service giving high priority to customer satisfaction
- Excellent written and verbal communication skills with the ability to present complex data using a

variety of forms/media

- A proven track record of project leadership and giving direction to a project team
- Ability to effectively manage resources to deliver key outcomes

Preferred

- Detailed knowledge of using AccsMap, or equivalent including the accurate extraction and analysis of large amounts of data and the writing of complex database and SQL queries
- Extensive experience of collision investigation and formulation of road safety measures.
- Membership of an appropriate professional body.
- Experience in managing budgets.

Qualifications

Minimum

- HND/HNC or equivalent or compensatory experience in traffic or transport/civil engineering.

Preferred

- RoSPA certificate in Road Safety Engineering.

Decision Making

- Experience in taking measured risks appropriate to the value added to the potential outcome
- Ability to identify priorities from significant and complex issues
- Initial assessment to determine importance of requests for safety measures
- Determine the extent/confidentiality of information to be released in respect of accidents
- Financial management in collaboration with Traffic Manager

Creativity and Innovation

- Identifying innovative road safety measures that deliver value for money whilst complying with current standards and best practice

<u>Job Scope</u>	Budget Holder	Yes/No
Number and types of jobs managed <ul style="list-style-type: none">• Work with, direct casual staff and external contractors Typical tasks supervised/allocated to others <ul style="list-style-type: none">• Day to day project management of sub-tasks to project team members• Road traffic counts• Accident site surveys	Responsibility	<ul style="list-style-type: none">• Budget manager for project specific capital and revenue scheme budgets.• Utilise and monitor project specific capital expenditure with a value of £100k• Post has

	Asset Responsibility:	<p>authorisation for placing orders and payment of invoices up to £10,000.</p> <p>Acting asset manager under the general direction of Highway Asset Manager for traffic sign and road marking on the Council's Highway Asset worth £1.9 b.</p>
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Contacts and Relationships

- Written and verbal reports to Senior Officers, Elected Members, on all projects
- Regular contact with all stakeholders concerning the projects including general public, press, Ward Members and external agencies
- Support the Head of Service, Service Manager – Transport Planning & Traffic Management and Traffic Manager to formulate and adopt suitable communication strategies with Government agencies, Group Director, Member of Parliament, Cabinet and Lead Members as required

Values and Behaviours

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours , this means in our work we are:

Connected: We put Swindon and its people at the heart of everything we do.

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, “is what I am doing in the best interests of Swindon and its people,”?

Resilient: We are forward thinking and work smart

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

Brave: We respect and work together with our colleagues and customers to achieve success

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

Other Key Features of the role

- Investigating road safety accidents that could have resulted in fatalities or serious injury
- Debate with members of the public that may lead to abuse and/or aggression
- Working in trafficked roads
- Occasional lone working
- Mix of office and site based work
- Regular evening meetings
- Good negotiating skills
- Flexible and responsive

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name::
Date:	