

## Job title: Technical Lead –Traffic Management

**Department:** Development and Growth

**Service:** Traffic and Safety

**Grade:** I

**Post reference number:**

### 1. Job purpose

The Traffic & Flood Risk Management team within Traffic & Safety seeks to deliver an excellent customer focused service in an efficient, effective and economic manner, with specific focus of the Council's role as Highway and Lead Local Flood Authority whilst adhering to Corporate, Departmental and Government priorities.

The Technical Lead's primary purpose is to support the Head of Service and Service Manager in the leadership and management of a multi discipline team to effectively manage, develop and deliver the traffic management duties of the City Council. The role is required to manage the investigation of traffic management matters, to evaluate options that address and resolve issues and develop assets vital to the continued commercial footing of the Service Area, promoting the use of existing and new technology to improve the management of the highway network.

### 2. Principal duties and responsibilities

1. To deputise for the Service Manager at public forums, Committees and other meetings to discuss traffic management, highway development control, work place parking levy or other highway issues
2. To investigate complex traffic management, work place parking, road safety and environmental problems raised by Members, the public and other sources including assessing alternative solutions, implementing Traffic Regulation Orders as necessary, preparing engineering designs, accurate work programmes and estimates for projects, monitoring their progress and arranging implementation in accordance with financial, legal and other requirements.
3. To provide specialist expertise and knowledge in relation to Traffic Management for training and professional supervision of colleagues in the service area and working with other areas to ensure systems operate in a cohesive and seamless manner and to give technical and professional advice to the Authority and Partners where appropriate.
4. To process complex planning applications by investigating their impact on the highway network and liaise at a senior level with planners, developers, consultants, the public and colleagues within other teams in the formulation of highway observations.
5. To participate with the development of policies and strategies for the promotion and improvement of the road network within the City of Nottingham.
6. To prepare reports for Members, senior managers or other groups on complex highway issues such as Work Place Parking Levy as appropriate.
7. To be responsible for the management of projects within the team's work programme, including budgets, ensuring that financial, legal and other requirements

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are met.

8. To manage / supervise other subordinate team members where appropriate and demonstrate motivational skills, developing participation, teamwork, ensuring good communication and equipping and motivating others.
9. To set and maintain performance measures and structures for the purpose of tracking performance, tackling issues that arise. To coach and mentor others to address development needs, agreeing development goals where necessary.
10. To actively engage in the recruitment, supervision and performance management tasks including performance appraisals, work allocations, setting clear performance measures and structures to track team performance tackling issues that arise.
11. To actively engage all key players and stakeholders in the delivery of traffic management schemes throughout the City ensuring alignment in council policies.
12. To take responsibility for financial management processes, in particular the management of substantial budget profiles / information associated with capital work programmes, the control and monitoring of expenditure, control of devolved budgets and processing of invoices within defined limits.
13. To consider and anticipate the impact of new government legislation/policies on the delivery of the service taking immediate action where necessary to prepare for the future.
14. Adopts a lead role in identifying the future direction of the Directorate and how the service needs to adapt strategies, roles and focus to accommodate changes in primary legislation legal guidelines and other national changes to operational policies and practices. Actively develops and supports multi-discipline project teams focused on key departmental and corporate objectives.
15. Compliance with the departmental and service protocols and procedures for commissioning, management, and the implementation of highway projects and traffic schemes including preparation of tenders, assessment award and management of procurement of services and specialist consultancy support.
16. To respond appropriately to enquiries or complaints received. Prepare reports to Committee, Boards and other organisations, assisting with the preparation of publicity and information material for the service.
17. To effectively engage with the political leadership, building trust, credibility and rapport. Building networks and relationships across the service and Council, ensuring an excellent and accessible customer service to Councillors, Citizens, the business community, community groups, the Emergency Services, general public etc.

<p><b>3. All staff are expected to maintain high standards of customer care in the context of the City Council's Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.</b></p>
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<p><b>4. All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered, and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way. All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.</b></p>
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**5. This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer; the responsibility level of any other duties should not exceed those outlined above.**

**6. Numbers and grades of any staff supervised by the post holder:**

Principal Officers (x1), scale H, Senior Officers(x2), scale G, Technical Officers(x2), scale E. Project teams, Agency and Consultancy staff as required.

**7. Post holder's immediate supervisor:** Service Manager for Asset Management.

Prepared by/author: Mark Jenkins

Date: July 2019

**Job title:** Service Manager – Asset Management

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**Note:** This section should only be included in job descriptions issued to employees and should not be sent to all job applicants.

I understand and accept the job duties and responsibilities contained in this job description.

**Signature:** .....

**Date:** .....

# Person specification



**Nottingham  
City Council**

## Job title: Technical Lead –Traffic Management

Department: Development and Growth  
Service: Traffic and Safety  
Grade: I  
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Areas of responsibility	Requirements	Measurement				
		P	A	T	I	D
<b>Work to promote mutual respect and good relations</b>	Experience of providing a service to a diverse range of service users, partner organisations, staff, etc. To promote good relations and equality. • Undertakes Equality Impact Assessments and develops actions to mitigate negative impacts and optimise positive impacts. • Identify constructive change to service delivery to improve accessibility for different sections of the community.		✓		✓	
	Has experience of handling conflict and managing sensitive issues to achieve positive outcomes.		✓		✓	
<b>Technical</b>	A knowledge, understanding and experience of supervising and managing professional staff in a proactive technical work environment and an ability to deal effectively with criticism or complaints to improve service delivery.		✓		✓	
	A knowledge, understanding and experience of traffic management, public rights of way and highway development control techniques and related legislation.					
	Knowledge of highway agreements and related legislation used in connection with new developments.		✓		✓	
	Experience of Traffic Regulation Orders and statutory background.		✓		✓	
	Experience of dealing with complex traffic management, public rights of way or highway development control issues.		✓		✓	
	Experience of preparing complex Legal Orders in connection with highway schemes.		✓		✓	
	Experience of preparing reports and writing letters of a technical nature.		✓	✓		
	Experience in the design and implementation of complex traffic or highway engineering proposals or similar highway related measures.		✓		✓	
	Have a good level of numeracy and be highly literate in order to produce well written, complex reports of a technical nature.		✓	✓		
	Ability to prepare accurate work programmes, monitor progress and financial expenditure and react appropriately to changes in programmes.		✓		✓	

	Ability to advise and provide detailed observations on the implications of permanent and temporary traffic management strategies, public rights of way, disability and highway development control issues.		✓	✓		
<b>Communicating and Working With Others</b>	Effective verbal, presentation and written communication skills.		✓			
	Dealing with complex matters in person and by telephone, E Mail and letter, including liaison with outside organisations e.g. emergency services.		✓		✓	
	Experience of preparing and presenting presentations and explaining proposals at public meetings.		✓		✓	
	Experience of dealing with Members, the public, and other interested parties such as consultants and developers, at a senior level.		✓		✓	
<b>Work Management – Leadership &amp; Performance</b>	Ability to work on own initiative, to review, identify and implement constructive change to service delivery.		✓	✓	✓	
	Experience in setting goals and quality targets for performance, discussing with staff to encourage continual improvement.		✓	✓	✓	
	Ensure timely and appropriate responses to Citizens, Councillors and partners.		✓	✓	✓	
	Demonstrate leadership qualities and motivation to develop others to succeed.		✓		✓	
	Demonstrates ability to analyse complex situations and make decisions leading to positive action and prepare technical appraisals to record actions.		✓		✓	
	Develops strong professional relationships with colleagues and acts as an advocate for the service area through constructive and supportive working to deliver transport and flooding objectives and the aspirations of local communities.		✓		✓	
	Demonstrate leadership qualities, conflict management and motivation to encourage staff engagement, involvement and shared ownership.		✓	✓	✓	
<b>Information Technology</b>	Ability to use and implement specialist ICT applications, the management of data, ensuring its security and integrity.		✓	✓	✓	
	Ability to interpret information and systems to report on key performance monitoring information and options for service improvements.		✓	✓	✓	
	Experience in using IT applications including word processor, spreadsheets, databases, the internet, and the preparation of complex technical drawings using systems such as AutoCAD or GIS.		✓		✓	
<b>Work related circumstances</b>	A full driving licence with a willingness to drive a variety of works cars and vans to a variety of sites, when required, within the City boundary and to other locations as necessary.		✓		✓	
	Willingness to undertake further training as necessary, in order to enhance service delivery.		✓			
	Willingness to comply with the City Council's non-smoking policy.		✓			
	Willingness to occasionally work outside normal office hours		✓		✓	

	when required.					
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<b>P:</b> Pre-application	<b>A:</b> Application	<b>T:</b> Test	<b>I:</b> Interview	<b>D:</b> Documentary evidence
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**Prepared by/author:** Caroline Nash                      **Date:** April 2015  
**Job title:** Service Manager – Traffic & Safety

**Prepared by/author:** Mark Jenkins                      **Date:** July 2019  
**Job title:** Service Manager – Asset Management