

## Job Description and Person Specification

### Job Title

### Senior Officer: Traffic Management

Job Details	
Grade	6
Service	Traffic and Road Safety
Location	One Friargate
Job Evaluation Code	A5824

Coventry City Council Values
<p>We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:</p> <p><b>Open and fair:</b> We are open, fair and transparent.</p> <p><b>Nurture and develop:</b> We encourage a culture where everyone is supported to do and be the best they can be.</p> <p><b>Engage and empower:</b> We engage with our residents and empower our employees to enable them to do the right thing.</p> <p><b>Create and innovate:</b> We embrace new ways of working to continuously improve the services we offer.</p> <p><b>Own and be accountable:</b> We work together to make the right decisions and deliver the best services for our residents.</p> <p><b>Value and respect:</b> We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
<p>To work as part of a team delivering traffic management and transport improvement schemes, with a particular focus on the preparation and processing of Traffic Regulation Orders to support casualty reduction and the safe and efficient operation of the highway network, including investigation, design, implementation, and safety audits.</p>

Key Responsibilities and Accountabilities
<b>Designing and implementing</b> a range of traffic management, casualty reduction schemes and other transport schemes including, assessing alternative solutions, preparing designs and estimates, undertaking consultation processes and delivering agreed outcomes.
<b>Providing</b> technical advice on proposals affecting the highway, including overseeing the full TRO process — from initial assessment and drafting of proposals, through statutory consultation and public engagement, to formal advertisement, legal sealing, and implementation — ensuring compliance with relevant legislation and alignment with strategic transport and safety objectives.
<b>Assisting</b> in the preparation of annual programmes, such as Local Safety Schemes, by prioritising casualty sites and preparing detailed collision investigation reports to inform targeted interventions.
<b>Producing, implementing, and reviewing</b> policies in line with current legislation relating to the placement of items on the highway — including assessing and determining applications for pavement licences and other TRO-related permissions.
<b>Contributing</b> to the development and implementation of the West Midlands Local Transport Plan, Coventry's Network Management Plan, and other related policies and strategies that support safe and efficient movement across the network.
<b>Engaging</b> with internal and external partners and stakeholders — including emergency services and bus operators — by attending relevant meetings on behalf of the Authority and deputising for the Principal Officer when required.
<b>Preparing and explaining</b> technical documents, reports (including Cabinet Member reports), and plans to a wide range of audiences, such as Elected Members, the general public, and external partners.
<b>Providing</b> a customer-focused approach to service delivery through effective consultation and engagement, and by responding to enquiries and complaints from MPs, Elected Members, and the public in a timely and professional manner.
<b>Committing</b> to personal learning and development to stay up to date with new legislation, procedures, techniques, and research, thereby promoting continuous improvement in service delivery.
<b>Undertaking</b> any other duties and responsibilities within the scope of the salary grade, including those related to TROs and highway regulation as required.

Key Relationships
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External:	<p>National Highways</p> <p>Transport for West Midlands/ Combined Authority</p> <p>Bus, rail and taxi companies</p> <p>Event organisers including CBS Arena, Coventry University, University of Warwick, Skydome, Coventry Rugby Club, Coventry BID</p> <p>West Midlands Police, Ambulance and Fire Services</p> <p>Warwickshire County Council</p> <p>Solihull Council</p> <p>Residents</p>	Internal:	<p>Ward Members and Political Leaders</p> <p>Internal council teams – especially Highways, Parking, Lighting and the Policy and Innovation Team</p> <p>Economic Development – especially the Events Team</p> <p>Communications Team</p>
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### Standard Information

Post holders will be accountable for

- carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
- attending any training and undertake any development activities that are identified as mandatory/beneficial to their role.
- any other duties and responsibilities within the range of the salary grade.

### Responsible for

### Person Specification

Requirements	
Knowledge	Knowledge of engineering techniques and associated factors in the design and implementation of traffic management, transport, or casualty reduction schemes
Knowledge	Detailed knowledge of legal and procedural aspects of traffic regulation orders
Knowledge	Knowledge of safety audits
Knowledge	Knowledge of relevant highways and traffic legislation, policies and practices
Knowledge	Understanding of the principles of customer care and client focussed service delivery
Knowledge	Understanding of Equal Opportunities issues in the workplace
Skills And Ability	Verbal, written and face to face communication skills, including ability to explain and present proposals to a range of different audiences to the appropriate level
Skills And Ability	Ability to produce technical reports in connection with traffic management, transport or casualty reduction measures
Skills And Ability	Ability to remain calm in difficult situations and deal with all customers in a helpful and constructive manner
Skills And Ability	Ability to develop good working relationships with Elected Members, colleagues, partners and stakeholders
Skills And Ability	Ability to work effectively within a team and on own initiative to achieve targets and objectives
Skills And Ability	Ability to represent the Authority and provide technical advice on highway and transport matters
Experience	Delivery of traffic management, transport or road safety engineering projects within time and financial constraints
Experience	Preparing and interpreting plans, schedules, and legal documentation for Traffic Regulation Orders, including the analysis and resolution of objections or representations received during the consultation process.
Experience	Working effectively with colleagues, outside organisations, transport and other service providers
Experience	Fostering a customer focussed culture

Experience	Use of relevant office-based ICT packages
Qualification	HNC in Civil Engineering plus appropriate training or equivalent level experience Membership or evidence of working towards membership with a relevant professional body
Special Requirements	Able to work outside normal office hours, as and when required by the service.

Disclosure and Barring Service (DBS)			
Does the role require a DBS check? No <a href="#">Find out which DBS check is right for your employee - GOV.UK</a>			
And if so, which type? NA			
Basic Check <input type="checkbox"/>	Standard Check <input type="checkbox"/>	Enhanced Check <input type="checkbox"/>	Enhanced + barred list check <input type="checkbox"/>

Declaration			
Reviewed/Created By:	Vivian Robert		
Job Title:	Traffic and Road Safety Manager	Date:	30/10/2025