



Coventry City Council

## Job Description

**Vacancy Reference No:**

<b>Job Title:</b>	Senior Engineer - Traffic Management	<b>Job Number:</b>	C6768D
<b>Service:</b>	Transport & Highways	<b>Grade:</b>	G8
<b>Location:</b>	One Friargate		

**Our values:**

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.

**Job Purpose:**

To support the Traffic and Road Safety Manager in the delivery of traffic management, accident investigation and other sustainable transport measures to improve the safety and efficiency of the transport network, including managing appropriate staff and resources. Assisting in the Contract Management of the Street Lighting PFI, the delivery of Bikeability in schools and working with the Street Works and Traffic Control Team ensure a seamless service across the city.

**Main Duties and Responsibilities:**

1. To assist the Traffic and Road Safety Manager in the day to day management of the Traffic Management and Road Safety teams leading to the effective delivery of the service in line with agreed targets, objectives and legislative requirements, including developing, motivating and equipping staff to achieve goals set.
2. To be responsible for the day to day management of the Street Lighting PFI Team with the Contract Monitoring officers, including setting targets, monitoring performance and providing guidance and support to colleagues as required to ensure effective delivery of capital projects and other schemes.
3. To provide sound technical advice to elected members, senior management and to colleagues on legal and technical matters relating to the design of complex traffic management and accident remedial schemes, including developer led proposals, ensuring that all appropriate legal, legislative and policy requirements are met.
4. To be responsible for management of appropriate budgets, including monitoring expenditure to ensure that financial targets are met and taking corrective action where necessary in line with agreed policies and standing orders.

5. To be responsible for the preparation of annual programmes, where required, preparing projects and programmes, co-ordinating with other programme managers within the Directorate and managing and monitoring outputs.
  6. Ensure that works and other activities affecting the highway are carried out safely and with the minimum disruption to road users to comply with statutory obligations placed on the Authority by the Traffic Management Act 2004, New Roads and Streets Works Act 1991, and other legislation.
  7. Lead on the undertaking of road safety audits in connection with highway and traffic schemes to ensure that all highway improvements are designed and managed in a manner which promotes the safety of all road users.
  8. To contribute to the development and implementation of the West Midlands Local Transport Plan, Coventry's Network Management Plan and other related policies and strategies.
  9. To engage with internal and external partners and stakeholders, attending appropriate meetings, committees and forums on behalf of the Authority, deputising for the Traffic and Road Safety Manager where appropriate.
  10. To prepare and explain complex technical documents, reports and plans to a wide range of audiences, including the relevant Cabinet Member, Scrutiny Board, members of the public and external partners.
  11. Ensure that the team deliver a customer focussed approach to service delivery, including through consultation and engagement and by responding to all enquiries and complaints raised by MPs, Elected Members and the general public in a timely and effective manner.
  12. Be committed to personal learning and development in order to keep up to date with new legislation, procedures, techniques and research, in order to promote continuous improvement.
  13. Any other duties and responsibilities within the range of the salary grade.
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The postholder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To identify hazards, initiate risk assessments, record the significant findings and implement any necessary control measures
- To check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken
- To inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely; to complete the health and safety induction checklist for all new employees at the commencement of their employment
- To report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence

The post holders must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To inform, instruct, train, supervise and communicate with employees and provide them copies of appropriate guidance such that all employees are aware of what may constitute

abuse or neglect of children or vulnerable adults, are aware of their duty to report such concerns and comply with this duty

- To report all concerns about potential abuse or neglect of children or vulnerable adults that are brought to their attention to the appropriate officers within the council as described in current policies

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:** 3 Street Lighting Contract Monitoring Officers, 1 Engineer and 9 Cycle Instructors.

**Responsible to:** Traffic and Road Safety Manager

**Date Reviewed:** March 2021

**Updated:** March 2021



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## Person Specification

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<b>Service:</b>	Transport & Highways	<b>Grade:</b>	G8
<b>Location:</b>	One Friargate		

Area	Description
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<b>Knowledge:</b>	Detailed knowledge of engineering techniques and associated considerations in the design and implementation of complex traffic management and/or accident remedial schemes and Street Lighting Schemes
	Detailed knowledge of legal and procedural aspects of traffic regulation orders
	Knowledge of safety audits
	Detailed knowledge of relevant highways and traffic legislation, policies and practices
	Knowledge of budgetary control processes
	Knowledge of the principles of customer care and client focussed service delivery
	Knowledge of Equal Opportunities issues in the workplace

<b>Skills and Abilities:</b>	Verbal and written communication skills, including ability to explain and present complex policies and proposals to a range of different audiences to the appropriate level
	Programme and project management skills
	Organisational, interpersonal, negotiating, influencing skills to the appropriate level
	Ability to monitor service delivery, performance targets, output, and prioritise the teams workload
	Ability to work effectively under pressure, responding positively to urgent situations
	Ability to develop good working relationships with Elected Members, colleagues, partners and stakeholders
	Ability to encourage teamwork and display leadership qualities in order to motivate teams and individuals to achieve targets and objectives
	Ability to represent the Authority and provide sound technical advice on highway matters



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<b>Experience:</b>	Managing the delivery of complex traffic management and/or road safety engineering projects within time and financial constraints
	Working effectively with colleagues, outside organisations, transport and other service providers
	Fostering a customer focussed culture
	Managing financial and human resources
	Use of relevant office based ICT packages

<b>Educational:</b>	An appropriate highway or transportation related professional qualification or equivalent level experience
	Membership of a relevant professional body
	Evidence of continuous professional development

<b>Special Requirements:</b>	Able to work outside normal office hours, as and when required by the service.
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**Date Reviewed:** March 2021

**Updated:** March 2021