

Job Description and Person Specification

Role: Transport and Innovation Technician



Job Description

Job Title	Transport and Innovation Technician
Grade	4
Service	Transport and Highways
Reports to	Principal Highway Development Officer / Principal Transport Strategy Officer
Location	One Friargate
Job Evaluation Code	



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

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:



About the Service your team will provide

Purpose of the role

Working across the Transport & Innovation service area, to provide technical support and assistance with the day to day functions of the various teams, which cover: Highway Development Management, Public Rights of Way, Transport Strategy and Traffic Systems (UTMC). You will be working closely with the respective team members, external consultants, and contractors and will learn through association the duties and responsibilities of each area.

Main Duties & Key Accountabilities

Core Knowledge

- To assist with the assessment of the transport impact of development proposals contained within local planning frameworks, planning applications and pre-application enquiries, ensuring the City Council's strategic highway and transport policy objectives are adhered to.
- To assist in securing, by legal agreement, off-site highway and transport improvements, or financial contributions towards them, necessitated by development proposals.
- To assist professional transport officers dealing with transport strategy, programme management and linked work.
- To liaise with internal and external officers/bodies to ensure programmes are properly integrated with other transport/highway activities.
- To assist with the negotiation on agreements under S.38 and S.278 of the Highways Act 1980 for new residential estate developments and off-site highway and transport improvements, including liaising with the Principal Engineer, Highway Design & Approvals, on the detailed technical approval and implementation process.
- To engage with internal and external partners and stakeholders and represent the City Council as local highway authority at public meetings and Planning Authority committee meetings
- To produce appropriate reports and documents as required
- Develop IT skills and become familiar with the software currently in use in the respective teams.
- Develop and maintain effective partnerships within the City Council, neighbouring authorities, and with the public and private sectors as required.
- Attend, as appropriate, meetings and forums to provide information and advice on relevant Traffic and Transportation matters relating to the work of the different teams.
- To assist in the promotion of a customer focussed approach to service delivery through regular consultation and engagement with local communities, members, partners and stakeholders.
- To be committed to personal learning and development to keep up to date with new legislation, procedures, techniques and research, in order to promote continuous improvement.
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External Transport for West Midlands Active Travel England Neighbouring Local Authorities, notably Warwickshire County Council	Internal Transport and Innovation Transportation and Highways Planning Economic Development Public Health
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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.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder: N/A

Person specification

Job Evaluation Code	
Knowledge	
Knowledge of established software packages including Business World, GIS and Microsoft Office	
Knowledge of appropriate transport and highway legislation	
Understanding of project management principles	
Skills and Abilities	
Skills to accurately record information, both manually and computerised	
Keyboard skills sufficient to access and input data to computer systems and provide support for other users across the group	
Written communication skills to produce a variety of reports, presentations and other forms of communication	
Numeracy skills sufficient to be able to manipulate and interpret data	
Effective verbal communication skills to deal with a wide range of people in a positive and tactful way	
Able to work with minimal direction	
Experience	
Experience in administration or similar office based procedures	
Experience of financial administration including invoicing and ordering procedures	
Use of Microsoft office applications	
Use of GIS, or similar software packages.	
Qualifications	
Good general education	
Appropriate office experience in a transport or related discipline	
Special Requirements	
Occasional need to work outside of office hours to attend public meetings or events.	

Date Created	May 2023	Date Reviewed	July 2023
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