

## Job Description and Person Specification

### Traffic and Road Safety Manager

Job Details	
Grade	10
Service	Traffic and Network Management
Location	Friargate
Job Evaluation Code	1038996

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>Under the general direction of the Head of Network Management:</p> <ul style="list-style-type: none"> <li>• Lead on the day to day management of the Traffic and Road Safety service leading to the pro-active development of the service in line with corporate, directorate and service level targets and objectives;</li> <li>• Deliver a co-ordinated and planned approach and effective response to both the network management duty, as contained within the requirements of the Traffic Management Act 2004, and to the achievement of the City Council's national and local KSI targets;</li> <li>• Be an active member of the Highways and Transport and Innovation teams, forging a professional and effective working relationship with Members and senior officers of the City Council;</li> <li>• To deputise as necessary for the Head of Network Management.</li> </ul>

Main Duties & Key Accountabilities
1. To manage the delivery of traffic management and road safety policies and projects, including setting objectives, monitoring performance and providing guidance and support as required.
2. To provide leadership and management in the following key areas: <ul style="list-style-type: none"> <li>• Accident investigation and intervention prioritisation</li> <li>• Safety auditing</li> <li>• Traffic and Network management</li> <li>• Road safety education</li> <li>• Safety cameras</li> <li>• School crossing patrol service</li> <li>• School Streets</li> <li>• Traffic regulation orders, including residents parking schemes</li> <li>• Local Network Improvement Programme capital delivery programme</li> <li>• Any other activities that effect the safety or efficiency of the highway network</li> </ul>
3. To represent the authority at a senior level and provide information and advice on all matters pertaining to the services provided.
4. To engage with service areas dealing with planning and development projects to ensure that all highway improvements are designed to the highest road safety standards, and which are consistent with the authority's obligations under the network management duty.
5. To attend appropriate public meetings, committees and forums, and represent the Head of Network Management as required.
6. To be responsible to produce complex technical documents, reports, financial statements and presentations.
7. To develop and maintain effective partnerships within the City Council, neighbouring authorities, and with the public, private and third sector, to provide complimentary joined-up services and accessible and relevant benchmarking information.
8. To promote effective performance management that is consistent with national, corporate and service level performance objectives, including the National Indicators relating to reducing casualty levels and managing congestion.
9. To be responsible for the financial management of the section, including planning and management of appropriate budgets, monitoring to ensure that financial targets are met and that financial systems are operated within the requirements of the Council's policies, procedures and standing orders.
10. To ensure that all legal, statutory, corporate, divisional or service level policies, regulations and procedures governing or affecting service delivery are kept updated and strictly observed, including contributing to the development and implementation of traffic and transportation policies and strategies.
11. To build mutual confidence and respect and foster an effective working relationship with Members, senior managers and other officers throughout the authority and representatives of outside organisations.

12. To demonstrate leadership and motivational skills, developing participation and teamwork, ensuring good communications, and equipping and motivating staff. To remain visible and accessible to all personnel.
13. To be innovative and entrepreneurial in terms of improving service delivery and to encourage initiative and self-reliance at all levels. In doing so, develop staff through a commitment to training and the performance development review process.
14. To create and reinforce a strong customer focussed, responsive, flexible and can-do culture within Traffic and Road Safety and promote these values throughout the Service, Division, Directorate and wider Council.
15. To implement the Council's Equality Action Plan, developing appropriate positive action to redress inequality in the areas of employment and service delivery.

Key Relationships			
External:	<ul style="list-style-type: none"> <li>National Highways</li> <li>Transport for West Midlands/ Combined Authority</li> <li>Bus, rail and taxi companies</li> <li>Event organisers including CBS Arena, Coventry University, University of Warwick, Skydome, Coventry Rugby Club, Coventry BID</li> <li>West Midlands Police, Ambulance and Fire Services</li> <li>Warwickshire County Council</li> <li>Solihull Council</li> </ul>	Internal:	<ul style="list-style-type: none"> <li>Ward Members and Political Leaders</li> <li>City Services – especially Highways, Parking, Lighting and the Policy and Innovation Team</li> <li>Economic Development – especially the Events Team</li> <li>Communications Team</li> </ul>

Standard Information
<p>Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health &amp; 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.</p> <p><b>Training</b> The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.</p>

Responsible for
Designated professional, technical and administrative staff.

Person Specification	
Requirements	
Knowledge	Managing the human and financial resources of a multi-disciplinary engineering service
	Current highway legislation, strategy, policies and practices
	Contemporary issues affecting local government at a national and local level
	Traffic management and/or road safety engineering or education techniques at a senior level
	Introduction of innovative and entrepreneurial schemes or initiatives
	Performance management techniques and requirements
	Principles of customer care and client focused service delivery
	Awareness of Equal Opportunities issues in the workplace and in service provision
Skills And Ability	Ability to inspire, lead by example and encourage teamwork and display leadership qualities to motivate teams and individuals to achieve targets and objectives
	High level of verbal and written communication skills, including presentation skills
	High level of organisational, interpersonal, negotiating and influencing skills
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	Able to instigate and manage change successfully
	Able to work effectively under pressure, responding positively in difficult or urgent situations
	Ability to plan service delivery, establish performance management targets, monitor output, and prioritise the teams workload
	Ability to develop partnerships with key partners and stakeholders
	IT skills and awareness of relevant systems
	Able to produce complex technical documents and reports on highway matters
	Innovative and adaptable approach with a "can-do" attitude

	Ability to represent the Service, Division and Authority at a senior level and provide sound technical advice on highway matters
Experience	Delivering a wide range of traffic management and/or road safety projects within time and financial constraints
	Traffic law and the network management duty and their application for modern day network management
	Working effectively with politicians, senior officers, outside public and private organisations, transport and other service providers
	Managing financial and human resources within a multi-disciplined engineering service
	Continuous improvement, innovation and review of business processes
	Creating and fostering a customer focussed culture
	Managing and delivering day to day operational services
	Managing teams within a relevant transport discipline
	Use of office based ICT packages including databases and Graphic Information Systems
Qualification	Degree in Civil Engineering or extensive relevant experience
	Evidence of continuous professional development
	Membership of ICE, IHIE or other relevant professional body
Special Requirements	Able to work outside normal office hours, as and when required by the service.

Declaration			
Reviewed/Created By:	David Keaney		
Job Title:	Head of Network Management	Date:	February 2025