

Job Description and Person Specification

Role: Assistant Engineer/Snr Technician – Traffic Management



Job Description

Job Title	Assistant Engineer/Snr Technician – Traffic Management
Grade	5
Service	City Services – Traffic Management and Road Safety
Reports to	Traffic and Road Safety Manager
Location	One Friargate
Job Evaluation Code	C6769D



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 Priorities – Increasing the economic prosperity of the city and region, improving outcomes and tackling inequalities within our communities, and tackling the causes and consequences of climate change.

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

To assist in the delivery of traffic management, accident investigation, traffic regulation orders and other general measures to improve the safety and efficiency of the highway network.

Main Duties & Key Accountabilities

Core Knowledge

- Assist in the investigation and response to enquiries and complaints raised by MPs, Elected Members, the general public and outside organisations regarding traffic management, road safety and other related highway issues; including assessing solutions, providing responses, preparing outline designs and estimates for works required and arranging their implementation in compliance with legal, contractual and other requirements.
- Contribute towards ensuring that activities or events 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 and other legislation.
- Assist in the monitoring and analysis of accident statistics and investigation of solutions to reduce accidents at single sites, along routes, throughout an area or by mass action plans. Assist in carrying out the outline design of suitable remedial measures and work with colleagues and service partners to implement proposals in a timely and cost effective manner.
- Assist in the management of the mobile vehicle actuated sign (MVAS) speed compliance programme, collating requests, carrying out site inspections to identify suitable locations and working with our delivery partner to ensure the effective operation of the programme.
- Assist with the co-ordination, control and management of works and other activities taking place on the highway, leading to a network that is both safe and working efficiently, without unnecessary delay to those travelling on it.
- Assist in the undertaking of site inspections, signage and lining audits and road safety audits of proposed highway and traffic schemes to ensure that highway works are designed, managed and operate in a manner which promotes the safety of all road users.
- Assist with the delivery of the Councils Local Network Improvement Plan which promotes local safety schemes and associated works to aid road safety.

- 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.
- Attend appropriate meetings and forums and provide information and advice on relevant highway matters, including temporary traffic management arrangements.
- Assist in the preparation of technical documents, reports and plans on all aspects of the team's activities.
- Assist in the promotion of a customer focussed approach to service delivery through regular consultation and engagement with local communities, Members, partners and stakeholders.
- Assist in ensuring that activities comply with the statutory obligations placed on the Authority by legislation, financial regulations and other requirements of the City Council.
- Represent the Service, Division or Council, as appropriate, on internal and external working groups, liaison meetings and other forums.
- 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.
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External National Highways Transport for West Midlands Bus, rail and taxi companies Blue light emergency services	Internal City Services – especially Highways, Parking, Lighting and the rest of the Policy and Innovation Team
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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: NA

Person specification

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Knowledge	
Understanding of current traffic management and/or accident investigation issues.	
Understanding of the role of safety audits and development control to the safe and efficient operation of the highway.	
Understanding of current highway legislation, including the Traffic Management Act 2004.	
Principles of customer care and client focussed service delivery.	
Awareness of Equal Opportunities issues in the workplace and in service provision.	
Skills and Abilities	
Ability to analyse technical data to assess problems and recommend possible solutions.	
Able to work on own initiative and as part of a team.	
Effective communication by written, oral and electronic means.	
Strong interpersonal, analytical, influencing and negotiating skills.	
Ability to develop good working relationships with Elected Members, colleagues, partners and stakeholders.	
IT skills and awareness of relevant systems.	
Able to produce technical documents and reports on highway matters.	
Ability to represent the Service and provide sound technical advice on highway matters.	
Experience	
Working effectively with colleagues and outside organisations.	
Experience working in a highways, transport or infrastructure environment.	
Fostering a customer focussed culture.	

Working with multiple organisations and people at all levels of an organisation.
Working to successfully delivery multi-faceted projects with internal and external stakeholders with a defined budget and timeframe.
Analysing qualitative and quantitative data.
Use of office based ICT packages including Microsoft 365, databases, spreadsheets and Graphic Information Systems.
Qualifications
No formal qualifications are required however a good standard of numeracy and literacy is essential.
Committed to on-going development.
Special Requirements
Ability to travel around the city to undertake regular site visits.
Able to work outside normal office hours, as and when required by the service.

Date Created	8 th December 2009	Date Last Reviewed	09 th January 2026
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