

Northumberland County Council
JOB DESCRIPTION

Post Title: Assistant Traffic Safety Engineer (Grade 3)		Director/Service/Sector Place & Regeneration Group, Highways & Transport, Highways Design	Office Use
Band: 7		Workplace: County Hall & various locations and construction sites throughout the County.	JE ref: 4404 HRMS ref:
Responsible to: Principal Engineer, Senior Engineer, Engineer		Date: December 2023	
Job Purpose: Provides support to professional staff in the provision of highway, traffic and road safety related services.			
Resources	Staff	Act as mentor/supervisor for professional trainee or technical support staff on particular projects. Contribute to programming and managing the workload of Highways Workforce. Supervision of Sub-consultants and external contractors.	
	Finance	Joint responsibility for elements of the Highways and Transport annual LTP budget and for additional internal / external individual projects in the region of £100K to £500K. Responsible for the accurate maintaining of project budgets for internal and external clients. Contribute to income generation for the section.	
	Physical	Shared responsibility for the administrative and technical data resources for the team, including the security, maintenance and accurate update of highway related records and road traffic collision data. Overseeing the acquisition and deployment of goods and services for project delivery. Ensure capture and processing of highway service data.	
	Clients	Assist to develop policies and procedures and oversee the provision of services that directly impact upon the health, safety and wellbeing of highway service users. Deal with complaints as they arise. Assist in the undertaking and contribute towards the preparation of Road Safety Audits?	
Duties and key result areas: As a member of a highways, traffic and road safety orientated multi-disciplinary team:			
<ol style="list-style-type: none"> 1. Assist in the development and design of maintenance and improvement projects to the County Council's highway infrastructure assets to achieve the overall aims and objectives of the LTP and to ensure effective stewardship of the Highways Assets in accordance with National Standards. 2. Assist with Financial and Project Management and monitoring for individual projects including those promoted by other departments and external clients. 3. Provide professional technical and financial advice to MP's, Elected Council Members, Area Committees, Senior Managers and highway service users regarding delivery of specific construction projects, studies, research or investigation. 4. Responsible for ensuring the County Councils statutory duties and responsibilities for road safety under the Road Traffic Act and Road Traffic Regulation Act are carried out which involves analysing road traffic collision data supplied by the Police Authority to identify potential road safety improvement sites throughout the County. 5. Assist with the management of various stages of Road Safety Audits on both Trunk and County Road highway improvement schemes in order to identify road safety problems and provide recommendations for improvement as audit team leader/member and undertake technical audits on internal and external highway projects. 6. Responsible for the design and implementation of designated local safety schemes in order to reduce road casualties throughout Northumberland in order to meet agreed local and national road safety targets as well as monitoring their effectiveness following implementation. 7. Investigate road safety both inside and outside schools in conjunction with Northumbria Police, Civil Enforcement Officers, Health and Safety Officers, School Governors and Head Teachers and produce appropriate remedial measures for implementation. 8. Assist Senior Engineer/Engineer with their investigations into post Fatal and Serious collisions in conjunction with Northumbria Police. 9. Assist in representing the Traffic Safety Team at various meetings of the county council including committees, area committees, working groups as well as public meetings and enquiries producing reports for presentation when required. 10. Comply with all Health and Safety, Environmental and Financial legislation including compliance with personal technical competency requirements and project compliance under the CDM 2015 Regulations to protect the council and individual staff and senior managers from litigation. 11. Contribute to specific professional and service-related projects or delivery initiatives in accordance with given terms of reference or objectives. 12. Contribute to the maintenance of effective management and communication systems within the service in conjunction with senior colleagues. 13. Assist with the interpretation, explanation and enforcement of statutory and County Council regulations ensuring appropriate procedures are followed, that parties have a proper understanding of their position and attempting to reach legitimate, mutually agreeable solutions through negotiation. 14. Assist to develop, implement and operate large scale information systems that meet the needs of the service and which ensure accuracy, speedy access and ease of use 15. Assist to monitor expenditure against allocated project budgets, monitor relevant budget headings to ensure effective spend against established project targets and compliance with financial regulations. 			

- 16. Adopt effective and constructive relationships with colleagues and external contacts in order to promote effective partnership arrangements for the delivery of high-quality highway services.
- 17. As a member of the service's professional team, support the corporate planning and management of the highway service.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post Holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Physical Requirements Transport requirements: Working patterns: Working conditions:	Predominantly sitting but occasional requirement for lifting moderate weights. Travel to work sites, area offices or training venues throughout the County and further afield on occasion. Normal office hours but flexi-hours apply. Some standby or call out arrangements may apply. Frequent programmable outdoor work Frequent exposure to outdoor working, lone working, adverse weather conditions, hazardous highway environments and construction sites, including working at height, in water, confined space and negotiating rough terrain.
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PERSON SPECIFICATION

Post Title: Assistant Traffic Safety Engineer (Grade 3)	Director/Service/Sector:	Ref: 4404
Essential	Desirable	Assess by
Qualifications and Knowledge		
<p>Engineering Degree or Incorporated Engineering status (e.g. I Eng) with a Relevant Professional Qualification or an equivalent demonstrable level of practical experience.</p> <p>A recognised course relating to duties as Designer under the CDM 2015 Regulations</p> <p>Knowledge of the main theoretical, procedural, design standards and professional best practice issues relating to the service.</p> <p>Awareness of current legislation, regulations, policies, procedures, trends, and developments related to the service.</p> <p>Commercially aware and understands the relationship between costs, quality, customer care and performance.</p> <p>Evidence of professional study and/or personal development.</p>	<p>A related technical qualification</p> <p>Relevant management degree or post-graduate diploma e.g. MBA, DMS.</p> <p>Understands the diverse functions of a large complex public sector organisation and the relevant professional issues.</p> <p>Registered with the Construction Skills Certification Scheme at Management Level (Professionally Qualified Person Card).</p>	
Experience		
<p>Recent technical and practical experience in the design and delivery of highway related construction projects</p> <p>Required experience to undertake Road Safety Audits as Team Leader/Member under GG119 Road Safety Audit.</p> <p>Experience in Traffic and Road Safety Engineering including Collision Investigation and Data Analysis with a proven track record in the formulation and delivery of highway related projects within a technical organisation of comparable scope and complexity.</p> <p>Experience in selecting and applying a range of professional methods, tools and techniques.</p> <p>Experience in engaging effectively with others and building productive partnerships.</p> <p>Experience in delivering projects to successfully achieve set objectives.</p> <p>Recent experience in giving advice on technical issues.</p>	<p>Experience of working in a comparable private sector technical organisation.</p> <p>Experience in a particular relevant specialist technical area including Road Safety Auditing.</p> <p>Experience in Project Management.</p>	
Skills and competencies		
<p>Effective analytical and technical skills with an aptitude for developing innovative solutions to problems.</p> <p>Effective technical IT skills and able to effectively use ICT to achieve work objectives.</p> <p>Competence in the use of ORACLE for financial monitoring</p> <p>Prepares written, verbal and other media that are rational, convincing and coherent.</p> <p>Effectively expresses own views using appropriate means depending upon the audience.</p> <p>Numerate and skilled at analysing / reasoning with complex business-related statistics.</p> <p>Applies a methodical approach to problem solving.</p> <p>Negotiation skills and able to persuade others to an alternative point of view.</p> <p>Is an effective advocate for the Directorate both within and externally.</p>	<p>Skilled in the use of Microsoft Office, including Microsoft Office Project and ORACLE applications.</p> <p>Competence in the use of AutoCAD and software including KeySign, KeyLine and KeyAccident.</p>	
Physical, mental and emotional demands		
<p>Normally works using a VDU from a seated position with some need to drive to construction sites, undertake inspections and investigations including raising and replacing heavy inspection chamber covers and the like.</p> <p>Need to maintain general awareness with lengthy periods of enhanced concentration.</p> <p>Some contact with public/clients in dispute with the County Council.</p> <p>Ability to work to tight deadlines, changing priorities and to react to emergency or technically difficult situations in a timely and professional manner</p> <p>Ability to remain calm and professional when dealing with customer complaints and requests concerning emotive highway and road safety issues</p>	<p>Prepared to be relocated on site on a semi-permanent basis to assist overseeing, monitor and / or supervise a medium sized construction project to ensure compliance with design, specification, financial and legal requirements</p>	
Motivation		
<p>A strong corporate orientation and a commitment to tackling issues in a non-departmental manner.</p> <p>Dependable, reliable, well-mannered and punctual.</p> <p>Models and encourages high standards of honesty, integrity, openness, and respect for others.</p>		

Assists managers to create a positive work culture in which diverse, individual contributions and perspectives are valued. Proactive and achievement orientated and works with little direct supervision. A strong commitment to Continuing Professional Development		
Other		
Able to meet the transport requirements of the post Personality, conduct and technical credibility that engages and commands the confidence of colleagues, Council Members and other stakeholders.		