

**Northumberland County Council  
JOB DESCRIPTION**

<b>Post Title:</b>	Traffic Safety Engineer	<b>Director/Service/Sector</b> Regeneration & Public Protection, Strategic Transportation, Highways Design		<b>Office Use</b>
<b>Band:</b>	8	<b>Workplace:</b> County Hall & various sites throughout the county.		<b>JE ref:</b> 1199 <b>HRMS ref:</b>
<b>Responsible to:</b>	Manager/Senior Engineer Traffic & Road Safety	<b>Date:</b> 6 June 2011 / STR	<b>Manager Level:</b>	
<b>Job Purpose:</b> Take a lead professional practitioner role in the provision of highway services. Contribute in guaranteeing effective stewardship of the Highway Asset. To assist implementation of policies, and strategies relating to traffic and road safety service issues and the Directorate Service Plan.				
<b>Resources</b>	Staff	Supervise a small number of junior multi-disciplinary engineering and technical support staff providing County-wide highway related services. Provide professional support, advice and guidance to other work colleagues during the presence and in the absence of senior engineers. Jointly responsible for programming and managing the workload of Highways Workforce. Supervision and co-ordination of Sub-consultants and external contractors.		
	Finance	Monitor individual project budgets (up to £1M) thereby contributing to the management of individual projects within the overall Traffic and Road Safety elements of the annual LTP Capital Budgets (of the order of £5M), and for additional internal/external projects in the region of £250k to £5m. Project manage individual local safety scheme budgets against expenditure using own discretion to ensure best value for money. Assist with identifying, and planning short term forward work programmes and reporting on in year capital spend. Assist to set budgets and overall income generation for the section.		
	Physical	Joint responsibility for the service's physical resources including the use, capture and maintenance of critical highway technical and road safety related data including as built records, road accident data and traffic regulation orders. Progressing the acquisition and deployment of goods and services for project delivery.		
	Clients	To contribute to the development of corporate policy and service delivery initiatives that impact not only upon the health, safety and well being of the highway service users and employees but also on the effectiveness of the highway network with regard to safety, congestion and disruption.		
<b>Duties and key result areas:</b> As an experienced member of a highways traffic and road safety orientated multi-disciplinary team:				
<ol style="list-style-type: none"> <li>1. Provide advice on all policies and strategies relating to highway service issues. Make a positive and effective contribution to the Corporate Management of the group, department and service. Liaise and advise MP's, elected members, senior officers, local councils, community forums, road user groups and members of the general public on all road safety and traffic management related issues</li> <li>2. 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.</li> <li>3. Responsible for 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 and undertake technical audits on internal and external highway projects.</li> <li>4. Responsible for the design and implementation of designated local safety schemes in order to reduce road casualties throughout Northumberland in order to meet the Governments national road safety targets as well as monitoring their effectiveness following implementation.</li> <li>5. Investigate road safety both inside and outside schools in conjunction with Northumbria Police, Traffic Wardens, Health and Safety Officers, School Governors and Head teachers and produce appropriate remedial measures for implementation.</li> <li>6. Represent the Traffic &amp; Safety Section 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.</li> <li>7. To contribute to the preparation, prioritisation and delivering of short term capital programme of traffic and road safety improvements together with a short term Inspection and revenue maintenance programme to achieve the Corporate aims and objective of the LTP and TAMP and ensuring the continued safety of the public and avoiding increased disruption and congestion on the highway network.</li> <li>8. To contribute to the delivery of individual projects within the LTP capital programmes for Highway Improvement and Maintenance projects taking some accountability for financial performance and risk management for those projects.</li> <li>9. To contribute to the project management of projects promoted by other departments (Regeneration Projects, Coastal Protection Works) and external clients.</li> <li>10. Partly responsible for ensuring that all work within a project team is undertaken in compliance with national standards and guidelines including all Health and Safety, Environmental and Financial legislation. In particular ensuring compliance and technical competency requirements under the CDM 2007 Regulations to protect the Council, individual staff and senior managers from litigation relating to Corporate Manslaughter.</li> <li>11. Promote the support and development of junior staff through training and development programmes.</li> <li>12. Develop effective relationships with colleagues and external contacts promoting effective partnership arrangements resulting in the delivery of high quality services and monitor the effectiveness of the services provided against in-house and external benchmarks and instigate initiatives to ensure continuous improvement.</li> <li>13. To assume responsibility for junior staff from other teams when involved in significant multidisciplinary projects.</li> </ol>				

14. To ensure the implementation of quality, environmental and health and safety systems (ISO 9001, ISO 14001 and OHSAS 18000) across the project team.

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 had been established on this basis.

**Work Arrangements**

Transport requirements:	Travel to work sites, schools, area offices or training venues throughout the County and further a-field on occasions.
Working patterns:	Normal office hours but flexi-hours apply. Some standby or call out arrangements may apply. Requirement to undertake or attend road safety audits and meetings at night time outside normal working hours sometimes in adverse weather conditions carrying heavy equipment including cones and signs whilst lone working. Occasional requirement for lifting moderate weights. Frequent exposure to outdoor working at identified road accident sites, hazardous highway environments and construction sites and negotiating rough terrain often involving adverse weather conditions. Significant exposure to stressful face to face, verbal or written communications with the general public and local groups on emotive road safety related issues.
Working conditions:	

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**PERSON SPECIFICATION**

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<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Qualifications and Knowledge</b>		
<p>A Chartered Engineer (C.Eng) with a Relevant Professional Membership (e.g. MICE etc.) - equivalent to level 8 in the National Qualification Framework.</p> <p>Recognised qualification relating to duties as CDM Co-ordinator under the CDM 2007 Regulations.</p> <p>In-depth knowledge of professional theory, relevant design standards and professional best practice.</p> <p>Knowledge of current legislation, regulations, policies, procedures, trends, and developments.</p> <p>Commercially aware and understands the relationship between costs, quality, customer care and corporate performance assessment.</p> <p>Evidence of continued professional development.</p>	<p>Relevant management degree or post-graduate diploma e.g. MBA, DMS.</p> <p>Evidence of recent relevant Management Training.</p> <p>Understands 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 (Platinum Card).</p>	
<b>Experience</b>		
<p>Recent post qualification experience within a technical organisation of comparable scope and complexity.</p> <p>Significant experience in Traffic and Road Safety Engineering including Accident Investigation 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>A breadth of work experience in selecting and applying the full range of professional methods, tools and techniques in a wide range of work situations.</p> <p>Experience in engaging effectively with others and building productive partnerships.</p> <p>Experience in designing and drafting policies, procedures and other technical documents.</p> <p>Experience in managing and delivering projects to successfully achieve set objectives.</p>	<p>Experience of working at a senior level in a comparable private sector technical organisation.</p> <p>Experience in a particular relevant specialist technical area.</p> <p>Supervising staff and their productivity.</p>	
<b>Skills and competencies</b>		
<p>Advanced technical IT skills and able to effectively use ICT to achieve work objectives.</p> <p>Prepares written, verbal and other media to best professional standards.</p> <p>Effectively expresses views using appropriate presentation skills depending upon the audience.</p> <p>Strong analytical and technical skills and an excellent aptitude for developing and formulating innovative solutions to complex highway related and accident problem sites.</p> <p>Ability to operate effectively within the democratic process and to develop productive working relationships with Council Members that command respect, trust and confidence.</p> <p>Persistence in applying a methodical approach to problem solving.</p> <p>Well developed negotiation skills and able to persuade others to an alternative point of view.</p> <p>Interpersonal and communication skills to relate effectively to, and command the respect, trust and confidence of, colleagues, Council Members, and other stakeholders.</p> <p>Is an effective advocate for the Directorate both within and externally.</p>	<p>Financial and commercial awareness, within a technical organisation of comparable scope and complexity.</p> <p>Competence in the use of ORACLE for financial monitoring.</p>	
<b>Physical, mental and emotional demands</b>		
<p>Works using a VDU from a seated position with frequent need to drive to identified accident and construction sites, often encountering hazardous highway environments or access to remote locations.</p> <p>Need to maintain general awareness with lengthy periods of enhanced concentration.</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>Ability to cope with the emotional and psychological stress factors involved in dealing with the general public and other road user groups on emotive road safety and enforcement issues.</p>	<p>Prepared to be relocated on site on a semi-permanent basis to oversee, monitor and / or supervise a large construction project to ensure compliance with design, specification, financial and legal requirements.</p>	
<b>Motivation</b>		
<p>A strong corporate orientation and a commitment to tackling issues in a non-departmental manner.</p> <p>Council Members and other stakeholders.</p> <p>Dependable, reliable, well mannered and punctual.</p>		

Demonstrates and encourages high standards of honesty, integrity, openness, and respect for others. Assist managers to create a positive work culture in which diverse, individual contributions and perspectives are valued. Proactive and achievement orientated and works with minimal supervision.		
<b>Other</b> Able to meet the transport requirements of the post regarding the holding of an EU driving license. Personality, conduct and technical credibility that engages and commands the confidence of colleagues, Council Members and other stakeholders. A strong commitment to Continuing Professional Development		