

## CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

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| <b>DEPARTMENT:</b> Regeneration       | <b>SERVICE GROUP:</b> Planning, Transportation and Highways              |
| <b>POST TITLE:</b><br>Traffic Officer | <b>REPORTS TO:</b><br>Principal Engineer Network Resilience & Management |
| <b>GRADE:</b> Band6 - SO2             | <b>SAP POSITION NUMBER(s) :</b><br>11007495 & 11007400                   |

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of short listing. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

### **Key Purpose of Post:**

To manage procedures in respect of the Traffic Management Act 2004 (TMA), relating to private and publicly organised events on the Public Highway, representing the Highway Authority as an initial point of contact as part of the Public Safety Liaison Group.

To assist in the management of the Authority's obligations in respect to the Highways Act 1980 to ensure the enforcement of regulations pertaining to skips, overhanging vegetation and obstructions to the highway, including the issuing of fines for compliance failures and the compilation of evidence leading to prosecution where necessary.

To assist the Principal Engineer – Network Resilience in the day to day management of the Network Management Duty of the TMA 2004.

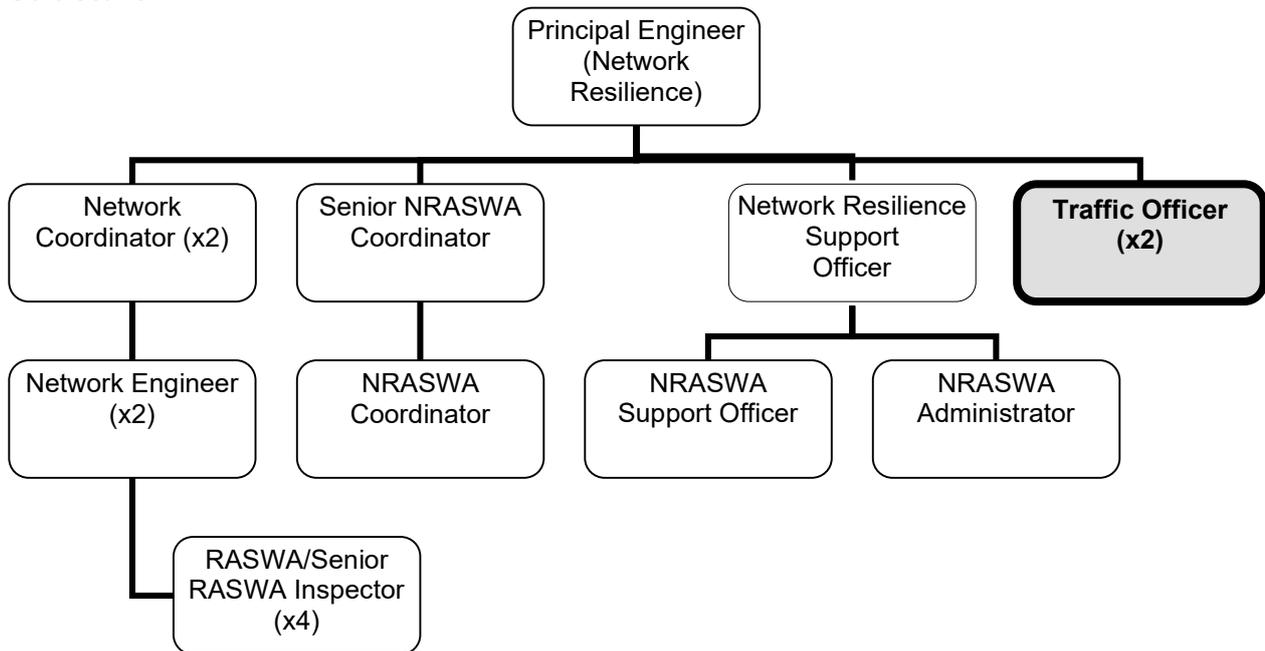
**Main Responsibilities of Post:**

1. Maintain an up to date knowledge of traffic management techniques, statutory instruments, legislation and the application of new technology. Understand the requirements of codes of practice, technical instructions and memoranda and ensure that such requirements are applied.
2. Be part of a team managing the highway network in a given geographical area; sharing information, coordinating actions and assist in promoting an integrated approach to traffic management across the district.
3. Carry out feasibility work, evaluate options of design proposals, draft design and implement Legal Orders, arrangements and liaison related to promotional events throughout Bradford district for Markets, Leisure Activities and Temporary Road Closures.
4. Respond to and deal with complaints of overhanging vegetation, providing advice and expertise in carrying out the Council's statutory duties under the Highways Act 1980 S.184, including the issuing of legal notices and exercising judgement on the authorisation of enforcement actions as necessary.
5. Proactively inspect/liaise with the warden service and manage complaints regarding illegal skips, providing advice and expertise in carrying out the Council's statutory duties under the Highways Act 1980 S.139 & S.140, including exercising judgement and making autonomous decisions on the issuing of fines and the authorisation of enforcement actions as necessary
6. Respond to and deal with complaints relating to Vehicle Crossings over Footways and Verges including the issuing of legal enforcement notices under S.184 of the Highways Act 1980.
7. Respond to and deal with complaints of obstructions on the highway, providing advice and expertise in carrying out the Council's statutory duties under the Highways Act 1980 S.149, exercising judgement on the authorisation of enforcement actions as necessary.
8. Manage sensitive personal information and data relating to the application of (4), (5) and (6) above.
9. Assist the Principal Engineer as necessary in matters relating to enforcement of other statutory functions relating to the Highways Act 1980, New Roads and Street Works Act 1991 and Traffic Management Act 2004
10. Assist when necessary as part of a specialist operational team for events across Bradford District, providing detailed advice and support relating to the application of the Traffic Management Act and associated legal orders, including participating as an active member of the councils Emergency Management Response team if required.
11. Production of detailed drawings, comprehensive signing schemes and schedules for traffic management plans.

12. Respond to complaints/queries from Members of Parliament, Councillors, statutory bodies, other Council departments and associated stakeholders and members of the public.

13. Represent the Authority as the initial point of contact for members of the public wishing to carry out special events on the public highway. Issue guidance and make decisions regarding the validity and feasibility of events and arrange relevant consultations as necessary

**Structure:**



**Special Knowledge Requirement: Will be used for shortlisting. Max 10**

**Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.**

|  | <b>Essential</b> |
|--|------------------|
| Carries out working practices, procedures and basic operations across a specialist area.                           | <b>x</b>         |
| Awareness of the costs for products and services within own area of responsibility.                                |                  |
| Knows and understands how to analyse, interpret and present complex information from a variety of sources.         | <b>x</b>         |
| Supports the work of their team with day to day organisation of workloads/allocation of resources.                 |                  |
| Identifies relevant information to support informed and consistent decision making to reach an identified outcome. | <b>x</b>         |
| Effectively communicates and engages with individuals and groups.  |                  |
| Able to draft basic/routine letters, emails and reports in a logical and accurate manner                           |                  |

## Competency Based Job Profile

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|---|----------|
| Able to analyse and interpret relevant data/information   | <b>x</b> |
| Implements and monitors solutions   |          |
| Able to demonstrate adequate verbal skills in discussion, negotiation and when giving advice.   | <b>x</b> |
| <b>Relevant experience requirement: Will be used for shortlisting</b>   |          |
| <ul style="list-style-type: none"> <li>• Knowledge of Highways Act 1980, Town Police Clauses Act 1847, New Roads and Street Works Act 1991 and Traffic Management Act 2004 including codes of practice pertaining to specialist events on the Public Highway.<br/>Experience of Court/Committee procedures and the preparation and presentation of evidence.</li> <li>• Experience of working in a multi-agency environment dealing with complex issues on a daily basis.</li> <li>• Ability to use Microsoft Office suite of programme effectively.</li> </ul>                         |          |
| <b>Relevant professional qualifications requirement: Will be used for short listing</b>   |          |
| <ul style="list-style-type: none"> <li>• National Diploma <u>OR</u> Technical NVQ Level 3 in Civil Engineering or related discipline recognised by the Engineering Council UK as satisfying the academic base for Engineering Technician status.</li> <li>• Graduate Membership of a professional engineering institution or Associate Membership of the Institute of Highway Engineers (AMIHE)</li> </ul> <p>Accelerated entry onto the Engineering Career Grade with higher academic qualifications and Incorporated Engineer or equivalent status (See Engineering Career Grade)</p> |          |
| <b>Core Employee competencies at manager level to be used at the interview stage.</b>   |          |
| <b>Carries Out Performance Management</b> – covers the employees capacity to manage their workload and carry out a number of specific tasks accurately and at a high standard   |          |
| <b>Communicates Effectively</b> - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information.  |          |
| <b>Carries Out Effective Decision Making</b> - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.  |          |
| <b>Undertakes Structured Problem Solving Activity</b> - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.   |          |
| <b>Operates with Dignity and Respect</b> - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.  |          |

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|---|---------------------------------|---------------------|
| <b>Management Competencies: to be used at the interview stage.</b>  |                                 |                     |
| <b>Operates with Strategic Awareness</b> Our managers work with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably.   |                                 |                     |
| <b>Practices Appropriate Leadership</b> Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all that they do.                   |                                 |                     |
| <b>Delivering Successful Performance</b> Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District's vision & work to achieve Council's values & agreed outcomes.  |                                 |                     |
| <b>Applying Project and Programme Management</b> Our manager's work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning.   |                                 |                     |
| <b>Developing High Performing People and Teams</b> Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council's values and goals.  |                                 |                     |
| <b>Working Conditions:</b>  |                                 |                     |
| <ul style="list-style-type: none"> <li>• Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.</li> <li>• Must be able to drive and hold appropriate licence.</li> </ul> |                                 |                     |
| <b>Special Conditions:</b>  |                                 |                     |
| <p>May be required to work at evenings and weekends dependant on the needs of the service.</p> <p>You will be informed outline if there is a requirement for the post to have recruitment checks such as DBS, Warner Process.</p>   |                                 |                     |
| <b>Compiled by:</b>   | <b>Grade Assessment</b>         | <b>Post Grade:</b>  |
| D.Badrock   | <b>Date:</b><br><b>18/08/15</b> | <b>Band 6 - SO2</b> |
| <b>Date:</b> 06/08/15   |                                 |                     |

**ENGINEER CAREER GRADE  
RESPONSIBILITIES AND REMUNERATION PACKAGE**

The responsibilities of an individual at different levels of the Engineer Career Grade (see below) relate to the following requirements at the specified level.

**Traffic Officer – SO1**

- Coordinate the resources and requirements of other departments and bodies during the detailed design of traffic management and event proposals.

**Traffic Officer – SO2**

- Prepare project briefs for internal and external stakeholders as appropriate.
- Provide independent technical judgement, based on evaluation and analytical skills, to produce alternative solutions to a wide range of complex engineering problems and formulate recommendations.

**Engineer Posts**

| Scale  | Designation     | Qualifications and Experience  |
|--------|-----------------|--|
| Band 6 | Traffic Officer | <ul style="list-style-type: none"> <li>• HNC in Civil Engineering (pre 1999) or related discipline <u>OR</u> BSc (Hons) in Civil Engineering (post 1999) or related discipline <u>OR</u> Technical NVQ Level 6 in civil engineering or related discipline accredited by Engineering Council UK for Academic base for Incorporated Engineer status.</li> <li>• Engineering Technician Status (Eng.Tech) <u>OR</u> Further progression with Membership of the Institute of Highway Engineers.</li> <li>• Band 1 Engineering Competencies at minimum 'GOOD' level.</li> </ul> |
| SO1    |                 | <p><b>As Band 8 plus:</b></p> <ul style="list-style-type: none"> <li>• Further progression with Eng.Tech status <u>OR</u> I.Eng Training Scheme Completion Certificate <u>OR</u> ICE Career Appraisal for Member Professional Review <u>OR</u> Fellowship of the Institute of Highway Engineers <u>OR</u> CILT or Internal Transport Planning Professional Training Review.</li> </ul>   |
| SO2    |                 | <p><b>As SO1 plus:</b></p> <ul style="list-style-type: none"> <li>• Band 2 Competencies to Minimum 'GOOD' Level</li> </ul>   |