

Job Description

Job Title: Lead Technician, Policy and Regulation

POSCODE: 333017398

Grade: Scale 5 – S02

Overall purpose of the job

Please write one or two sentences about why the job exists. Focus on the achievement of the key end results of the job.

To support, a traffic regulation order (TRO) service to include all types of restrictions as required on the Highway network. responsible for the making of Traffic Regulation Orders (including Waiting Restrictions, Speed Limits) as required by the Highways Service and any other Service within P & S.

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

	Main accountabilities
1.	Support the Policy and Regulation Manager in providing the County Council with a focus for all Traffic Regulation Orders, both making of and records.
2.	Be responsible for the making of Traffic Regulation Orders (including but not limited to Waiting Restrictions, Speed Limits etc) as required by the Highways Service and any other Service within P & S.
3.	Provide technical and administrative support in the management and storage of all TROs and associated documents and plans.
4.	Support the Policy and Regulation Manager in preparation of County Council policy and strategy on all matters relating to the Highway network.
5.	Carry out delivery of policy and strategy as required associated with Highways Authority duties and promote within the stakeholder group.
6.	Provide technical and administrative support in the management and storage of all policies and associated documents and plans.
7.	Engage with key partners such as the District Councils, Department for Transport, Highways Agency, Network Rail, Environment Agency, Local Enterprise Partnership, Community Groups and others as required, to deliver infrastructure projects that meet the Council's and partners' objectives.
8.	Deliver Policy and TROs that best meet the needs of the local community by actively seeking input from local members, key stakeholders, potential users and the local community, throughout the development and delivery of projects.
9.	Ensure stakeholders and the local community are kept informed of project progress and queries are dealt with sympathetically and within agreed response times.
10.	Demonstrate an awareness and understanding of equality, diversity and inclusion.

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job.

Qualifications Required	Subject	Essential/ Desirable
Educated to GCSE level or equivalent	Maths, English & Science	Essential
HNC or HND	Civil Engineering or equivalent knowledge and experience gained in the work environment	Desirable
Incorporated Engineer or equivalent		Desirable

Minimum levels of knowledge, skills and experience required for this job.

Identify	Describe	Essential/ Desirable
Knowledge		
Legislation	Knowledge of The Traffic Signs Regulations and General Directions 2016, Highways Act 1980, Road Traffic Act 1988, New Roads and Streetworks Act 1991, Traffic Management Act 2004, Road Safety Act 2006	Essential
	Knowledge of relevant National Standards, Advice Notes and Codes of Practice	Essential
Software skills	Awareness of AppyWay or Parkmap kerbside management programmes	Desirable
	Ability to use AutoCAD/AutoSIGN computer aided design programmes	Desirable
Skills		
Project Management	Ability to prioritise and manage own workload.	Essential
Experience		
Local Government	Commitment to public services and local democracy	Essential
	Experience of collaborating with local members.	Desirable
	An understanding of the complexities of local government and the matters affecting it	Desirable
Partnership Working	Experience of ensuring that outcomes align with broader political priorities.	Desirable
	Experience of collaborating with external partners, consultants and contractors.	
	An understanding of how to manage the needs of a diverse set of stakeholders	Desirable

		Desirable
Communication	Computer literacy Effective communication and people skills including the ability to respond clearly and courteously, even in difficult situations	Essential Essential
Finance and Resource Management	Experience in managing budgets and data systems	Desirable
Flexibility	Able and willing to travel around and outside the county on business. Flexible about hours of work and willing to occasionally work unusual hours when required.	Essential Essential
Climate Crisis and Nature Recovery	Knowledge and understanding of climate change, nature recovery and achieving net zero.	
Equality, Diversity and Inclusion (applies to all roles.	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	

Disclosure level

What disclosure level is required for this post?	None ✓	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid ✓	Field	Remote	Mobile
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Progression Criteria

Criteria to move between grades	Movement between grades
Demonstrating a willingness to work towards the completion of a relevant professional qualification e.g., HNC/HND and some experience in a similar regulatory, local government or relevant field of work	Grade 5 - 6
Demonstrating a willingness to work towards the completion of a relevant professional qualification e.g., Incorporated engineer status or equivalent and at least 2 years relevant experience in regulatory aspects of Traffic Management.	Grade 6 - S01
Completion of a relevant professional qualification e.g., Degree in Civil Engineering or equivalent and at least 4 years relevant experience in regulatory aspects of Traffic Management.	S01 - S02