

# Traffic & Network Technician

## Grade 7

### **Our Vision**

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

### **Our Outcomes**

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

### **Our Values**

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and citizens
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

### **About the Service**

The Traffic & Network Management Unit are responsible for the coordination and protection of the County's public highways network, this is a Statutory function that all Highway Authorities are required to undertake.

Duties include coordination of major project work, assessing applications for road works and streetworks taking place on the public highway from internal teams, private contractors and Utility companies, assessing applications for skips, scaffolds, and connections into existing utility assets. Other functions that help support the Network Management duty include managing and overseeing the on-street parking enforcement arrangement with Stoke City Council, regulatory services, such as delivering permanent and temporary Traffic Regulation Orders on behalf of third-party developers and internal teams and managing the administration of the Stafford town centre Staff Parking scheme.

All of the above ensures that we help protect the public highway asset and minimise and mitigate against delays on the highway network to allow traffic to flow as much as possible.

### **Reporting Relationships**

**Responsible to:** Traffic & Network Inspections Manager

**Responsible for:** None

### **Key Accountabilities:**

- 1.** Assess, monitor and maintain records of highways licencing activities within or affecting the highway to ensure compliance with legal, technical and other regulations placed upon the Council as a Highway Authority.
- 2.** To provide administrative support to the Traffic & Network Inspectors where required to ensure activities delivered through the highway authorities maintenance contracts meet the required technical standards/specification.
- 3.** Minimise disruption to the highway network through day-to-day monitoring of highways licencing activity, undertaking inspections of work.
- 4.** To proactively organise and prioritise individual workload within a geographical area to ensure that the required application assessments and site visits are efficiently carried out and completed.
- 5.** Review and approve/refuse highways licences relating to skips/scaffolds/Mobile Elevated Working Platforms, oversails and vehicular

access crossings to ensure safety legislation and code of practice is adhered to.

- 6.** Undertake site visits and site assessments to ensure work is operating in a safe and legal way by advising worker on site and public safety.
- 7.** Ensure temporary road closure diversions are appropriate and fit for purpose identifying potential congestion or safety concerns with the proposed diversion plans by undertaking site visits and route testing.
- 8.** Provide technical advice and support to internal and external colleagues and organisations regarding highway licencing activities to educate and encourage compliance and to ensure correct advice is provided to applicants.
- 9.** Attendance and input into industry & authority meetings to help drive compliance and improvement.
- 10.** Assist the Inspector/Inspector Manager with investigations and enquiries by collating evidence and information(e.g. emails, photos).
- 11.** Represent the council and the service in respect of claims against the authority related to highways licences including attendance at court when required.
- 12.** To undertake such other duties as may be allocated from time to time in accordance with the general nature and grading of the post and the operational needs of the department as a whole.

It may be necessary on occasion for the post holder to work outside normal office or contractual hours to meet the demands of the service provided.

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council's climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.








**Safeguarding**



Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

## Person Specification

A = Assessed at Application  
I = Assessed at Interview  
T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
  	<p><b>Qualifications/Professional membership</b></p> <p>GCSE (including Mathematics and English) or equivalent level qualification / experience</p> <p>Hold or be willing to train to acquire required accreditation – LANTRA 12D (M7) as a minimum</p>	<p>A</p> <p>A, I</p>
    	<p><b>Knowledge and Experience</b></p> <p>Working knowledge and experience of Microsoft O365 to include Outlook, Word, Excel, PowerPoint, Teams and SharePoint and use of tablet and applications</p> <p>An awareness of appropriate industry knowledge with reference to legislation such as Traffic Regulation Act 1984 and Highways Act 1980</p> <p>Understanding of the responsibilities of a highway authority</p> <p>Ability to work within relevant policies and procedures relating to on street parking enforcement and local agreements with AMEY operational control room</p> <p>Experience of working with customers / clients and interact effectively with a variety of people.</p>	<p>A, I, T</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>
  	<p><b>Skills</b></p> <p>Attention to detail</p> <p>Effective organisation skills with the ability to manage and prioritise workload</p>	<p>A, I</p>

	<p>Effective interpersonal, influencing and persuading skills</p>	<p>A, I</p>
	<p>Effective verbal and written communication skills with the ability to manage conflict</p>	<p>A, I</p>
<p>Full clean UK driving licence</p>		
<p>This post is designated as a casual car user</p>		



If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting  
Talent & Resourcing Team 01785 278300

