

Traffic & Network Accounts Officer

Grade 8

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 Coordination Manager

Responsible for: N/A

Key Accountabilities:

- 1.** Undertake income and debt analysis and provide recommended actions to management to ensure timely payment of fees and charges relating to traffic and network management activities
- 2.** Collate and maintain financial data (from various resources) to undertake analysis and identify trends relating to parking revenue and street works internal and external performance.
- 3.** Work with the Traffic & Network Officer to undertake root cause analysis, identifying patterns / changes in financial outputs to establish internal or external causes.
- 4.** Monitoring the utility performance scorecard data on a monthly basis to identify poor performance for management action.
- 5.** Ensure statutory charges for site visits of all types are being correctly identified and charged for on a monthly / quarterly basis by liaising with

utility companies, agreeing sample figures, following legislative guidelines and reports.

- 6.** Support the annual permit fee review by reviewing external trends and internal income to ensure that fees are at the correct level to generate income.
- 7.** Undertake an annual review of all schedule of charges associated with the parking function by reviewing and benchmarking fees and providing recommendations / amendments, in line with Central Government Legislation, to the Traffic & Network Managers.
- 8.** Supporting the Traffic and Network Management team through the utilisation of appropriate fines and charges and ensuring that the whole Council and external stakeholders are advised of and comply with the Network Management Duty under the Traffic Management Act 2004 (TMA)
- 9.** Assisting in the governance of utility performance and delivery by reviewing, enforcing or mitigating fines for non-compliance within the relevant legislation and internal framework.
- 10.** Responsible for the reconciliation of all income streams, monitoring, issuing and payment of invoices, liaising where appropriate with stakeholders to ensure prompt payment.
- 11.** Undertake financial discussions with utility companies regarding payments and non-payments of charges, negotiating and applying potential reductions in permit fees or other payments for services provided by the department
- 12.** Undertake research into industry precedent and the application of legislation relating to financial penalties in order to undertake mitigation discussion and negotiations.
- 13.** Adhere and comply with the financial aspects of the New Roads and Street Works Act 1991, Traffic Management Act 2004 and the Safety at Street Works and Road Works Code of Practice to ensure effective management of network and associated legal obligations for monthly finance schedules set out by DFT (Department for Transport), to include Section 74, Fixed Penalty Notices, Defect Inspection Charges, Permit Fees & Highways Licences

14. Provide support and mentor other members of the team to enable them to deliver an efficient and effective service
15. 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 e.g., site visits, site inspections, meetings and, to meet the demands of the service provided, there may be a need to travel to various sites throughout the County for which casual car user mileage will apply.

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>Qualifications/Professional membership</p> <p>GCSE including Mathematics or equivalent qualification</p> <p>Hold or have willingness to work towards achieving AAT Level 2 Accounting qualification</p>	<p>A</p> <p>A, I</p>
  	<p>Knowledge and Experience</p> <p>Working knowledge of Microsoft O365 to include Word, Outlook, Excel and PowerPoint, Teams and SharePoint</p> <p>Demonstrable experience in using debt management/compliance/finance and invoicing and associated systems</p> <p>Experience in working within traffic and network management function or finance function</p> <p>An understanding Traffic Management Act 2004, Traffic Regulation Act 1984 and New Roads, Street Works Act 1991 and Safety at Street Works and Road Works Code of Practice to deal effectively with financial challenges on behalf of the Traffic and Network Team</p> <p>A detailed knowledge of the financial aspects relating to New Roads, Street Works Act 1991 and Traffic Management Act 2004</p> <p>Ability to work within relevant policies relating to on street parking enforcement, local agreements with AMEY operational control room and permit parking scheme application / introduction</p>	<p>A, I, T</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A/I</p> <p>A, I</p>

	<p>Skills</p> <p>Numerical skills</p> <p>Analytical with attention to detail</p> <p>Effective organisation skills with the ability to manage and prioritise workload and meet deadlines</p> <p>Effective interpersonal skills and able to interact effectively with a variety of people</p> <p>Effective verbal and written communication skills</p> <p>Ability to influence, negotiate and persuade</p> <p>Ability to interrogate data and make recommendations</p> <p>This post is designated as a casual car user</p>	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>
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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