

Traffic Data Officer

Grade 6

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

Directorate Purpose

Staffordshire County Council is one of the largest local authorities in the UK with an ambitious vision for Staffordshire and its people. Achievement of that vision will be underpinned by the support of the Council's Economy, Infrastructure and Skills directorate (EI&S). The vision for EI&S is to help

Staffordshire's economy grow, so that everyone has the opportunity of a good job and good prospects in a beautiful, safe, accessible, vibrant, cultural, prosperous, business friendly and sustainable county.

Service Purpose

The Highways & Built County team is a multi-disciplinary team whose purpose is to manage, maintain and sustainably improve Staffordshire's Built Environment so that amongst other things it is safe, accessible, functions well, promotes inward investment and economic growth, and supports social cohesion and healthy lifestyle choices.

This will be achieved by:

- Keeping the network in the best condition possible with resources available using asset management to enable the lowest whole life cost of asset ownership.
- Supporting Staffordshire's economy to grow, generating more and better-paid jobs ensuring that work on the highway is of the required quality.
- Improving customer satisfaction with Staffordshire County Council and enhance its reputation.
- Ensuring that highway information required to manage and maintain the network and support asset management decisions is available, is held in the best place is accurate and of the required quality.
- Taking action to reduce waste generation, re-use resources where possible, reduce energy use, increase sustainable travel, adapt to climate change already taking place and for the future.
- Keeping the network safe for all users, improving network resilience and availability, providing a freer flowing network, supporting events on the highway and where issues do occur, efficiently and effectively administering claims.
- Keeping people safe from harm, empowering people to deliver and grow, innovate, share knowledge and best practice.

Role purpose

The Traffic Data Officer will design and carry out traffic data surveys using a variety of techniques, including arranging external contractors to carry out more specialised activity, in line with customer requirements. The postholder will process and disseminate data from the surveys, administer financial charges and assist the updating of highway information including local street gazetteer and determination of highway status. The Traffic Data Officer will ensure automatic permanent traffic count sites are working and providing data at all times.

Reporting Relationships

Responsible to: Highway Information Engineer

Responsible for: None

Key Accountabilities:

1. A member of Highway Information Management, contributing to the effective operation and administration of the team by supporting colleagues to ensure consistent work practices in line with approved policies and procedures.
2. Using expert advice, discuss, understand and interpret customer outcomes for the use of traffic data to determine the most appropriate type of traffic data survey for a particular project.
3. Use initiative to determine the most suitable location of the installation and retrieval of ad-hoc automatic traffic counters and video survey equipment. Working in all weathers on the highway you will ensure a successful survey is undertaken in line with customer requirements.
4. Provide an efficient, high-quality first-line response to enquiries from customers and stakeholders, escalating issues where necessary.
5. Work alone on the public highway, undertake all other types of outdoor highway data survey (e.g., car park occupation counting, manual radar surveys) including liaison with customer, processing of survey data and dissemination/reporting as necessary.
6. Ensure automatic traffic counting sites are working and providing timely and accurate data through routine maintenance of counter equipment, batteries, cabinets, loops, etc. including the appraisal and rectification of

counter and count site problems, arranging any necessary repairs or replacements.

7. Arrange for external contractors to carry out larger or specialised data collection activities via an agreed procurement contract. Provide all necessary details, plans, etc. and ensure the agreed financial restraints are fulfilled.
8. Process, interpret and disseminate validated traffic data from permanent, ad-hoc and video traffic counting surveys. Use digital record management systems to ensure accurate and up to date information is available and routinely reported across the Service.
9. Collate information, including from complex and conflicting sources for a variety of purposes including performance reporting and responding to inquiries.
10. Assist with the determination of highway status and extent through the collection of information on site.
11. Using Geographic Information System (GIS) to support the provision of highway extent determination and/or digitisation to support Highway Information Technicians.
12. Administer requests for traffic data surveys and supply of historic data.
13. Administer financial charges, orders, invoices and receipt of payments and support to the collation of reports, retrieval of overdue monies and monitoring of budgets, in line with the County Council's Financial Regulations and approved budgetary provision.
14. Programme the carrying out of traffic data surveys.
15. Take an active lead in the development, testing and appraisal of any new systems, equipment or techniques.
16. Administer and maintain Health & Safety documentation, ensuring all agreed methods of working are carried out.

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> <ul style="list-style-type: none"> A Level 2 technical qualification in a related discipline or a willingness to undertake an appropriate Level 2 (BTec / City & Guilds) qualification Hold or be willing to train to acquire required accreditation e.g. LANTRA 12D (M7) as a minimum 	<p>All A/I</p>
	<p>Knowledge and Experience</p> <ul style="list-style-type: none"> Knowledge of the use of automatic traffic counting equipment Experience in working adjacent to live traffic Knowledge of highway Health and Safety issues Experience of managing customer / public interface, maintaining good stakeholder relations Experience in the use of, and inputting data to, computer-based systems including databases and geographic information systems (GIS) Working knowledge of financial processing, including invoicing Experience of working in multi-disciplinary teams 	<p>All A/I</p>
 	<p>Skills</p> <ul style="list-style-type: none"> Ability to read and understand maps, OS sheets and scheme plans, both paper-based and electronically Ability to apply judgment in non-routine situations Attention to detail and effective personal organisation skills 	<p>All A/I</p>

	<ul style="list-style-type: none"> • Effective numerical, written and verbal communication skills • Ability to recognise the diverse needs of local communities and highway users and perform duties accordingly • Analytical with the ability to interrogate data and make recommendations • Ability to manage and prioritise workload • Effective interpersonal skills and able to interact effectively with a variety of people • Confidence, energy and a commitment to excellence and quality • Ability to work independently and as part of a multi-disciplinary team • Ability to occasionally lift occasional heavy loads unaided • Current valid UK driving license to be able to utilize the SCC fleet vehicle where provided to fulfil the role 	
	<p>This post is designated as a casual car user</p>	



Where an applicant meets the Disability Confident scheme criteria indicated by the 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 Jobcentre 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 contact the Talent & Resourcing Team on 01785 278300