

Job Description

Job Title	Principal Engineer - Parking and Traffic Orders
Directorate	Neighbourhoods and Housing
Service Area	Highways and Transportation
Grade	8
Competency Level	2
Salary	£44,711 - £49,764
Job Type	Hybrid
Location	Liverpool Citywide
Disclosure and barring service (DBS)	Not Applicable
Job Evaluation Ref No	A8532

Job Purpose

To manage a small team working closely with all functions within Network Management and wider Highway Services, delivering and managing new Permanent Traffic Regulation Orders (TROs) / Temporary Traffic Regulation Orders (TTROs) / Traffic Restriction Notices / Emergency Orders and other relevant Traffic Orders. This will include Parking Schemes including the City's CPZ and the delivery of projects / programmes of work connected to enforcement of Moving Traffic Offences. This will include any other traffic orders that are deemed necessary to regulate the flow of traffic on the public highway.

To support the Traffic and Road Safety Team in delivery of programmes of improvement works.

To support the Streetworks and Permit Teams, advising and guiding contractors and utility companies working on the public highway.

To deliver and manage the service's digital TRO data and database.

Directly Responsible For:

Senior Engineers - Parking and Traffic Orders

Directly Responsible To:

Lead for Network Coordination

Main Areas of Responsibility:

- To act as the first point of contact for Traffic Order / Parking Scheme related matters including providing technical support to the Traffic and Road Safety Team and the Permit and Streetworks Teams
- Develop Parking Policy, procedures and priorities for the introduction of controlled parking zones and parking measures in the city
- Managerial and technical lead on multiple projects, which can include controlled parking zones programmes, enforcement of moving traffic orders, school streets, coordination of works on the highway
- To provide a strategic management role for the traffic order making service, demonstrate good leadership skills in managing staff and take an active part in the management activities within the business unit
- To manage the authorities digital traffic regulation order database
- Provide effective management of direct reports (including undertaking performance reviews)

- To manage and supervise technical staff plus additional agency staff / consultants as required on a project basis, and to deputise for line manager as required
- Assume responsibility for financial control, quality, and technical input for all assigned projects
- To ensure that work and supply services are in accordance with Construction, Design and Management (CDM) 2015 regulations and to comply with Health and Safety at Work requirements regarding contracts, contractors on site and contract specifications
- To oversee the design of engineering works including identification of technical options, taking into account appropriate contract specifications, design manual and the latest developments in the fields of engineering
- To lead the supervision term contract and contractors in accordance with applicable contract law, appropriate regulations and local terms, conditions and specifications, including preparation of contract documentation such as task orders and KPI monitoring reports
- To manage and monitor assigned revenue and capital budgets including preparation of management reports which include works costs, commitments and projections
- To prepare for all cabinet and senior management, reports, briefings and communications detailing information and guidance in relation to highway projects or infrastructure
- To attend meetings, presentations, exhibitions etc. when required as a representative for the Service and Portfolio. Promote and image build the Service by way of presentations, written and visual material and any other appropriate means
- To manage and monitor asset inventory, attributes, condition and valuations in accordance with code of practices and guidance
- Responsible for planning and delivering quality checks in relation to services within the framework of quality management and contract specification,

including checking and approval of consultant and contractor designs, accounts, etc.

- To carry out PDRs, assist in organising, motivating and developing staff within the team, thus maximising their personal development and facilitating the achievement of the individual's targets and the Service business aims and objectives
- To participate in all aspects of training and development of staff, including the maintenance of disciplinary standards, as directed. Use all learning opportunities to develop personal skills necessary to improve effectiveness, efficiency and delivery of Service targets
- To comply with customer care guidelines and initiatives and carry out all duties in accordance with the Council's equal opportunities policy

Supervision and Management Responsibility:

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development
- Manages performance and behavioural issues effectively
- Ensure staff undertake appropriate training as part of their development plan

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Being fully accountable for the effective management and control of delegated capital and revenue budgets in the delivery of the Council's strategic objectives and policies

- Complying with all statutory requirements, Standing Orders and Financial Regulations of the City Council, and being responsible for making sure that all those you manage also comply with such requirements
- Maintaining a close control of their delegated revenue and capital budgets, stewardship of assets and reporting any financial risks
- Maintaining up to date financial records on the Corporate Finance System
- Have regard for and use of relevant performance and financial benchmarking data as part of business planning to identify opportunities for improved value for money
- Bringing to the timely attention of the relevant line manager any material issues that might impact on the financial performance or financial management arrangements of the Council

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

The role requires working:

- in adverse weather conditions
- during out of hours
- by manual handling cones, measuring wheels and / or paint spray

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally



- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values

The post holder will be required to demonstrate the ability to perform at competency level 2.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Hold a relevant degree or professional qualification e.g. HNC / HND / BSc, or an equivalent combination of qualification and experience together with demonstrable skills and aptitude, including experience of designing parking schemes, managing and preparing both permanent and temporary traffic regulation orders and managing and motivating a team of professional and technical staff and of designing and construction of traffic management and parking schemes (A,I)

Desirable

- Incorporate membership of an engineering institution
- Full UK driving licence

Experience

Essential

- Comprehensive understanding of parking schemes and associated traffic regulations (A,I)
- Detailed knowledge of parking scheme design, regulations and policies, highways design, traffic engineering, transportation planning, and the ability to develop and initiate schemes from inception through to completion (A,I)



- Management of resources, both financial and staffing (A,I)
- Experience of working in a politically sensitive environment (A,I)
- Experience of analysing and interpreting statistical data (A,I)

Desirable

- Project Management / CDM Regulations
- Experience of working in quality assured environment
- Local Transport Plan Process
- Best Value Legislation and process

Skills/Abilities

Essential

- Good communication skills, both verbal and written when dealing with the public, politicians, colleagues and media (A,I)
- Ability to prioritise workload to meet deadlines (A,I)
- Ability to make effective decisions and to support those decisions with effective argument and understanding (A,I)
- Able to attend evening Committee, public and other work-related meetings (A,I)

Desirable

- Knowledge or experience of public consultation
- Ability to plan, allocate and evaluate work programmes for self and others
- IT skills and able to develop IT solutions to improve productivity

Commitment

Essential

- Ensure the effective and efficient implementation of Council policies as relevant to this role and the achievement of the Council's objectives, including financial ones (A,I)
- Ensure effective and accessible communication with staff, service users, the general public and others as appropriate (A,I)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Desirable

- A modern approach to working recognising the need for flexibility and adaptation to change