

Job Description

Job Title	Senior Engineer - Temporary Traffic Orders
Directorate	Neighbourhoods and Housing
Service Area	Highways and Transportation
Grade	7
Competency Level	2
Salary	£40,777 - £46,142
Job Type	Hybrid
Location	Citywide
Disclosure and barring service (DBS)	Not Applicable
Job Evaluation Ref No	

Job Purpose

To support the Permit and Coordination Team Leader, working closely with all functions within Network Management and wider Highway Services, delivering and managing Temporary Traffic Regulation Orders and notices / Temporary Traffic Regulation 'Works' Orders / Special Event Temporary Traffic Regulation Orders and notices / Anti-Terrorism Traffic Regulation Orders / Lord Mayors Proclamations and other relevant Traffic Orders that are deemed necessary to regulate the flow of traffic on the public highway.



To support the Traffic Management and Road Safety Team, and other internal and external agencies, in the delivery of events.

To support the Streetworks and Permit Teams advising and guiding Contractors and Utility Companies working on the public highway.

To deliver and manage the services digital TRO data and database.

Directly Responsible For:

Not Applicable

Directly Responsible To:

Permit and Coordination Team Leader

Main Areas of Responsibility:

- To support the team, as directed by the Permit and Coordination Team Leader with all Temporary Traffic Order related matters including providing technical support to the Traffic Management and Road Safety Team
- Support the development of a Temporary Restrictions Policy and Procedure to manage and coordinate the flow of traffic on the public highway
- Technical lead on the implementation of temporary restrictions to ensure compliance with legislation and best practice, which can include highway maintenance and improvement works, Streetworks, development-related works, and events
- To provide a senior technical officer role for the temporary traffic order making service, demonstrate good technical understanding and ability, also taking an active part in the management activities within the business unit
- To play a key senior role in managing the authorities digital traffic regulation order database and compliance with Street Manager and other similar platforms

- To provide advice and support to senior management / other staff as appropriate on temporary traffic order and network management related matters
- To lead / assist on the development, implementation and maintenance of the digital map-based systems for the management of temporary traffic orders to demonstrate improvements to the service area which are effective and efficient
- To be the lead officer responsible for managing the drafting of temporary orders and public notices after undertaking the necessary pre-draft research
- To lead on the coordination of order making throughout Highways and Transportation to minimise abortive work and maximise synergy of operation through developing management systems
- To work with other authorities and key partners of the Council and develop strong partnership to maximise benefits and achieve efficiency of delivery
- To act as lead officer for the liaison with all interested internal and external parties, ensuring that the Council's statutory obligations are met and that orders are prepared in accordance with the relevant Acts of Parliament, other Legislation and the council's policy and procedures as appropriate
- To act as lead officer for advising other team members for the procurement of external consultants for temporary order making and to design specifications for such work
- To effectively plan, manage and coordinate both internal and external workloads to ensure that the work comply with current legislation and the accuracy of all definitions and restrictions and prohibitions in Orders, using maps and diagrams
- To manage the publication of the statutory notices in the local press, Liverpool City Council internet sites - responding to any queries arising
- To act as lead officer for the Highways and Transportation team in providing expert knowledge to other team members on temporary traffic order making

and to ensure that other team members in Highways and Transportation are knowledgeable at all times through various forms of learning

- To make the arrangement for the installation of notices on site of the various temporary restrictions and ensure that signs placed on the highways concur with orders being made and those already in force
- To manage the maintenance of all indices, records, files etc, including financial records, updating as required in addition to amending and consolidating previous orders
- To Ensure that enquiries and complaints from elected members, officers throughout the council, external agencies and individuals in relation to the service are responded to in agreed timescale
- To work closely with team members to incorporate as far as practicable other aspect of good working practice, transfer of information, work plans and building strong relationship with other teams
- To prioritise work, establish work programmes and schedules for the assigned functional areas of work and ensuring their achievement and providing or securing technical guidance and training as necessary in this connection
- To assist in preparing advice to senior management and Council on the effects of relevant new or draft legislation, Codes of Practice or other initiatives, publications or developments, ensuring that appropriate Members and other interested parties are properly briefed and advised
- To undertake any duties as may be required from time to time as directed by the Permit and Coordination Team Lead and Streetworks and Coordination Team Lead
- To ensure that politically sensitive issues are managed and that Members and senior managers are fully briefed at all times
- To keep abreast of all relevant legislation and technical developments pertaining to traffic management order making
- To demonstrate the application of financial management principles and to manage budget within agreed parameters

- To work flexibly in undertaking the duties and responsibilities of this job and participate as required in multi-disciplinary cross-department and cross-organisational groups and task teams

Supervision and Management Responsibility:

- No supervisory or line manager responsibility

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
- 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

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- 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 or an equivalent combination of qualification and experience together with demonstrable skills and aptitude e.g. HNC / HND / BSc, including relevant experience of designing parking schemes, managing and preparing both permanent and temporary traffic regulation orders (A,I)
- Demonstrable understanding of the procedures necessary to deliver temporary traffic orders in a local authority setting (A,I)
- Appropriate knowledge of current legislations with regard to traffic regulations (A,I)

Desirable

- A knowledge of project management and its application

Experience

Essential

- Experience of working on technical schemes within a quality assured working environment (A,I)
- Experience of working within a project team to agreed outputs to agreed deadlines using your own problem solving skills (A,I)



- Experience of working in a politically sensitive environment (A)

Desirable

- Management of resources, both financial and staffing
- 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)
- Experience of analysing and interpreting statistical data (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)

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
- Proactively gets involved in projects that are outside of immediate work area

Other

Essential

- Able to attend evening Committee, public and other work-related meetings (A,I)

Desirable

- A modern approach to working recognising the need for flexibility and adaptation to change
- Full, current UK driving licence