



Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Senior Traffic Orders Officer	Grade: PO3
Section: Traffic and Engineering	Directorate: Environment and Community Services
Responsible to following manager: Parking Policy Manager	Responsible for following staff: Not applicable
Post Number/s:	Last review date: May 2018

Working for the Richmond/ Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose:

Responsible for the processing and delivery of the Councils traffic orders ensuring that the Councils comply with the requirements of current legislation for experimental, permanent and temporary traffic management orders regulating moving and stationary traffic on the highway.



Specific Duties and Responsibilities:

1. To ensure that the services for both Councils are dealt with on an equitable basis to deliver the standards required for each, as agreed annually by the Executives of both Councils.
2. To provide operational and motivational leadership of staff, providing a visible presence to the workforce and promoting a good working environment with the primary aim of delivering high quality services.
3. To provide operational line management to staff including a visible presence to employees, promoting a good working environment with the primary aim of delivering a high-quality service.
4. To ensure all Member queries about service delivery are dealt with promptly and effectively.
5. To advise and support senior managers on relevant service and operational matters.
6. To assist as required with the management of budgets, including ensuring that all necessary processes and procedures are carried out in a timely and effective way.
7. To assist as required with performance review and improvement measures on an ongoing basis, helping to ensure that a customer focus is embedded within the function and innovative and creative solutions are evaluated to securing the highest quality and value for money function.
8. To contribute as required to change programmes within the service.
9. To support ways of working that ensure residents and stakeholders are actively engaged in the future of the function and are able to influence decision making.
10. To contribute as required to the commissioning, market testing and contract management of services.
11. To contribute towards the development of good working relations and collaborative arrangements with relevant third party organisations including private, voluntary and other public organisations.
12. To prepare technical and committee reports and associated documentation.



13. To act as deputy to the Parking Policy Manager as required.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant legislation, Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems.
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Additional Information

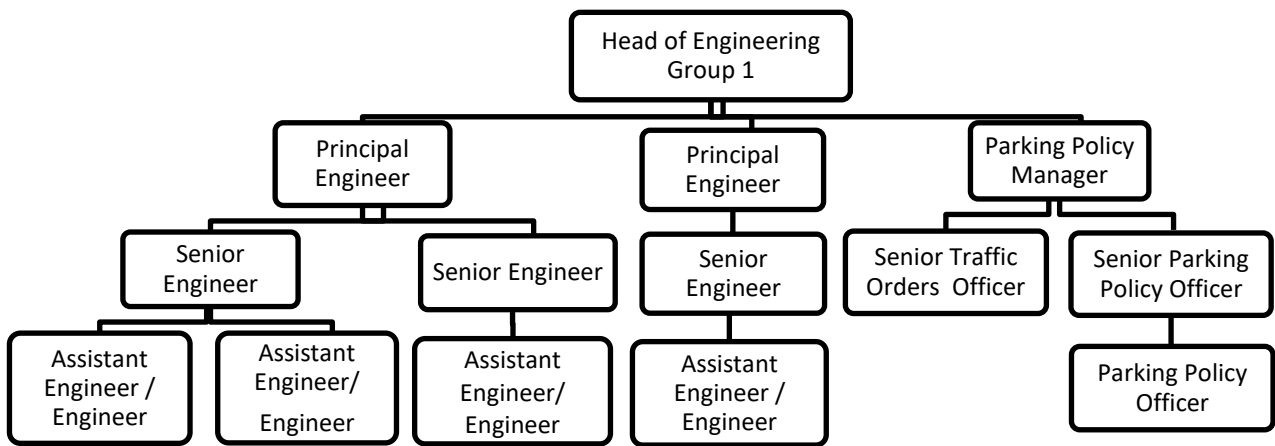
- To be responsible for the effective financial management of assigned service areas and projects.
- To ensure that all services in the team are provided in accordance with local and national health and safety requirements.
- To attend public consultation or committee meetings as required.
- To provide professional advice to officers, members and the public on all issues relating to the requirements of current legislation for traffic management orders regulating moving and stationary vehicles on the highway.



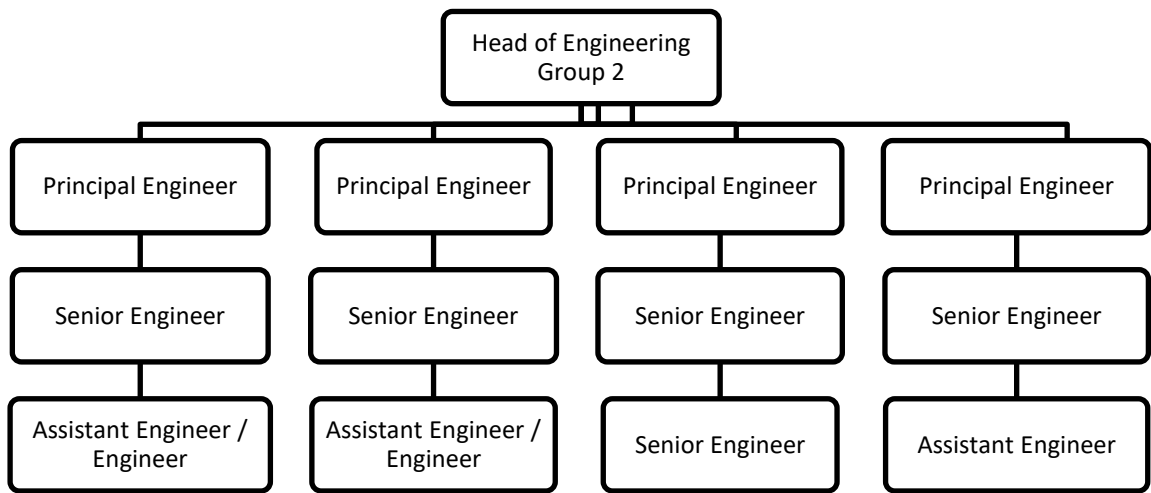
- Responsible for all aspects of the statutory and public consultation in the process of making experimental and permanent traffic orders, including liaison with other officers and stakeholders as required.
- Responsible for researching any background and keeping abreast of the latest legislation and established good practice relating to the traffic order service.

Current team structure

Engineering Group 1

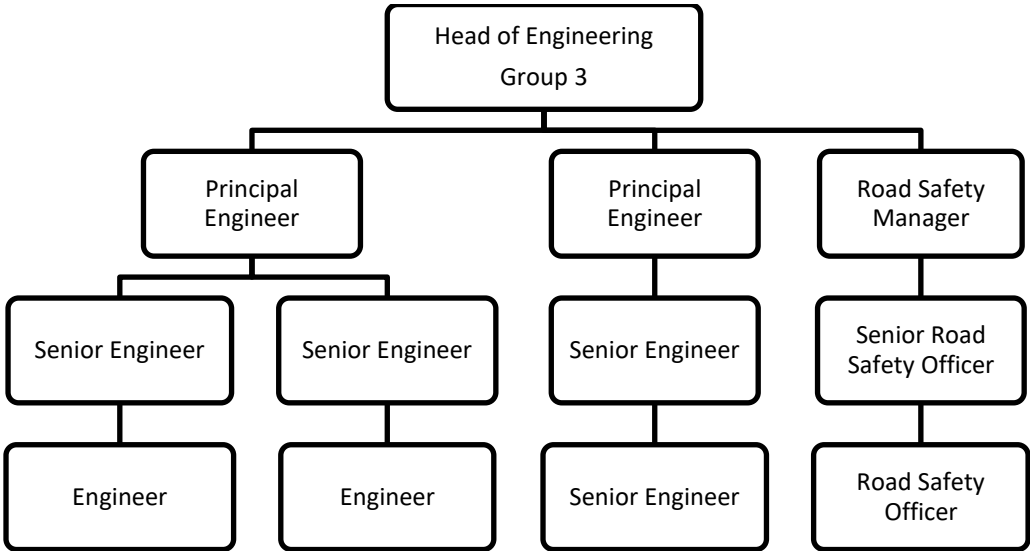


Engineering Group 2





Engineering Group 3





Person Specification

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Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements		Assessed by A & I/ T/ C (see below for explanation)
Knowledge		
Awareness of local government processes and procedures.		A/I
Understanding of parking legislation and in-depth knowledge of Traffic Order making.		A/I
Appreciate the democratic process and the role of consultation.		A/I
Experience		
Experience of working in traffic management or parking control.		A/I
Experience of dealing with customer enquiries.		A/I
Experience of carrying out public consultation and results analysis.		



Project management experience having delivered to desired outcome.	A/I
Skills	
Ability to work on own initiative and to meet deadlines.	A/I
Effective written and verbal communications skills.	A/I
Numerate with ability to analyse data.	A/I
Qualifications	
Degree or HND and at least 2 years relevant post qualification experience or BTEC Stage 3 and at least 4 years relevant experience or Minimum of 5 years relevant parking control and Traffic Order making experience.	A/I

A – Application form

I – Interview

T – Test

C – Certificate