

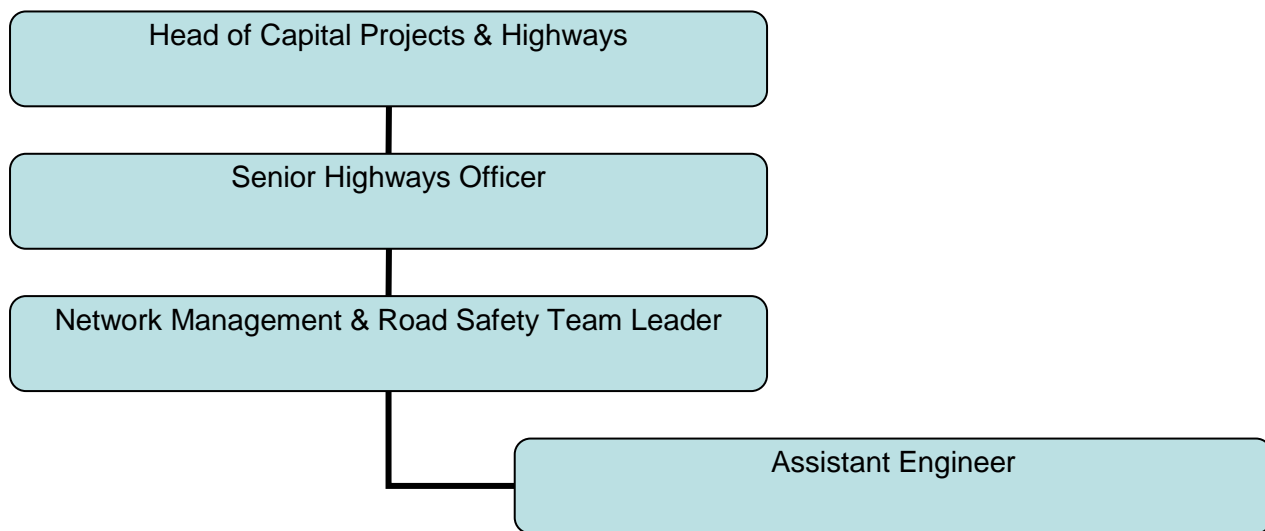
ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:	Highways
SECTION:	Network Management & Road Safety
LOCATION:	Number One Riverside
JOB TITLE:	Assistant Engineer (Casualty Reduction)
POST NUMBER:	
Grade:	Grade 7 (Job Share pro-rata 2 days per week)
Accountable to:	Team Leader – Network Management & Road Safety
Accountable for:	Technical Officers & Clerks
Hours of Duty:	2 days (14.48 hours - Thursday and Friday) per week in accordance with the Council's Work-Life Balance arrangements.
Any Special Conditions of Service:	<p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R B C.</p> <p>This post is/is not Politically Restricted in accordance with the current regulations (<i>delete as appropriate</i>)</p>

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

To provide a comprehensive traffic and road safety service to the Authority. To promote permanent traffic regulation orders. To design and implement traffic calming schemes from individual streets to estate wide. To identify and solve traffic problems on the highway network. To implement the requirements of the Traffic Management and Road Safety Acts. To assist in the supervision and management of contracts. To assist in the monitoring and the upgrade of the Authority's network of traffic signals/pedestrian crossings in partnership with Greater Manchester Urban Traffic Control. To assist in managing and maintaining necessary Traffic Regulation Orders in the Borough. To provide technical advice to the Team Leaders and the Service Management Team

Control of Resources

Personnel

To assist in the personal development of Technicians and Technical Officers within the Team

Financial

To monitor the cost of schemes and provide such information that the Team Leaders and the Service Management Team may require in respect of financial targets.

Equipment/Materials

To be responsible for the upkeep (eg reporting faults) and safe use of the equipment and materials used by self and team members in the course of their duties.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

To carry out all duties in line with the procedures of the Highway Authority. Liaison with other members of the Service, Members of the Council, Officers of other Services, Officers of other Local Authorities, the general public, Contractors, Public and Statutory Authorities and such other bodies or persons as may be necessary to discharge the Service's functions.

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out in the Rochdale Way:

- Valuing our people
- Focusing on customers
- Acting with integrity
- Using time and money wisely
- Working together
- Always learning and improving

Be aware of and apply the Rochdale Way behaviours at all times.

Principal Duties

1. To assist in the provision of specialist advice and expertise relating to Traffic Management and Road Safety issues.
2. To assist in the development of Traffic Management and Road Safety schemes, using the latest computer technology in response to the needs of road users.
3. To respond to enquiries relating to traffic and road safety issues from the general public and elected members via letter, phone, email and at meetings.
4. To work with the local community and elected members to identify traffic and road safety related problems, investigate them and identify acceptable solutions.
5. To adopt a proactive approach to identifying existing traffic and road safety issues on the Boroughs road network and to create innovative solutions whilst taking full regard to current legislation, etc.
6. To be responsible for the promotion of the various Traffic Regulation Orders throughout the Borough, including the preparation of temporary, experimental, permanent and emergency orders.
7. To assist in the upkeep of the dedicated visual computerised database containing TRO records.
8. To assist in the upkeep, retrieval and analysing of accident data using the dedicated computer database. (GMAPS, GMAXI)
9. To develop design briefs for the design and implementation of traffic and road safety schemes and ensure that the objectives are fully reflected in the final design and delivered scheme.
10. To ensure compliance with Regulations, Legal Requirements and the Council's Standing Orders.
11. To provide the Team Leaders and the Head of Service with detailed information and reports.
12. To assist in the formulation and implementation of the Service's Training Plans for both inservice and ongoing professional training.
13. To be able to negotiate with contractors and monitor their performance.
14. To provide estimates, programmes, design data plans, networks, specifications, contract documents and all other matters for full and proper execution of projects assigned.
15. To deliver, procure and review road safety audits for highway improvement schemes

Secondary Duties

1. To assist in delivery of signing and lining schemes, including support in the supervision of contractors carrying out the works.
2. To assist in development of the network of traffic signals and signalised pedestrian crossings in partnership with other teams and GMUTC and manage modifications to allow compliance with Best Value Indicators.
3. To obtain all necessary consents and provide all essential consultations with other sections and outside bodies as required for the projects assigned.
4. To develop and maintain under constant review, researching as necessary all matters relevant to particular areas of assignment and keeping up-to-date with new developments in those areas.
5. To provide advice and professional services, as necessary, to other Council Services, on any matters related to Traffic Management.
6. To represent the Team Leader at internal and external meetings as required.
7. Attendance at Committee or Public Meetings, Residents Groups, etc as may be necessary.
8. To participate in training and attendance at Team Meetings.
9. To undertake any other duties and responsibilities of an equivalent nature as may be determined by the Head of Service (or his representative) from time to time in agreement with the postholder and after consultation by him/her, if he/she so wishes with his/her Trade Union representative.
10. To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
11. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by	<u>A Webster</u>	Date	<u>08/11/18</u>
Agreed by Postholder	<u></u>	Date	<u></u>
Supervisor/Line Manager	<u></u>	Date	<u></u>
Assistant Director	<u></u>	Date	<u></u>

Rochdale Metropolitan Borough Council Person Specification

Service :	Highways	Post:	Assistant Engineer (Job Share)
Section :	Network Management & Casualty Reduction	Post Number :	
Job Ref:		Grade:	7

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Special Working Conditions		
1 Are you willing and able to attend some evening Council/Committee Meetings?	E	AF & I
2 Are you willing and able to attend site visits across Rochdale on existing highways and new development sites?	E	AF & I
3 Are you willing and able to work Thursday and Friday, as required as part of the conditions of the Job Share role?	E	AF & I
4 Do you hold a full current driving license	E	AF
(b) Qualifications and Experience		
1 Please provide details of your experience in highway engineering.	E	AF & I
2 Do you hold a Professional Engineering qualification (Degree), please provide details?	E	AF, I and proof of qualifications at interview
(c) Skills and Knowledge		
1 Please provide details of your ability to provide feedback to the highways service and stakeholders on proposed highway improvement schemes	E	AF & I
2 Please detail your knowledge of Highway design.	E	AF & I
3 Please detail your knowledge of the requirements of Road Safety Audits, or would be willing to undertake training to be proficient in Safety Audits.	E	AF & I
4 Tell us about your excellent communication skills, both written and oral, and the ability to develop good working relationships with a wide range of people.	E	AF & I
5 Please tell us about your skills and knowledge of dealing with councillors members of the public and fellow professionals e.g. Police emergency service council officers.	E	AF & I
6 Please provide details of your ability to provide feedback to the Planning Department on submitted planning applications.	E	AF & I
7 Please provide details of your experience in analysing road traffic collision data and your ability to develop schemes to address the underlying causes.	E	AF & I
(d) Behaviours and Values		
1 Approach the job at all times using the values set out in the Rochdale Way: <input type="checkbox"/> Valuing our people	E	AF/I

<ul style="list-style-type: none"> <input type="checkbox"/> Focusing on customers <input type="checkbox"/> Acting with integrity <input type="checkbox"/> Using time and money wisely <input type="checkbox"/> Working together <input type="checkbox"/> Always learning and improving <p>Please confirm you are willing to adhere to these values and behaviours.</p>		
2 If applying as part of the Armed Forces Scheme: Please confirm your last long term employer was the Armed Forces.	D	AF/I
3 If applying as part of the Armed Forces Scheme: Please confirm you have been looking for a job for 6-24 months since you left the Armed Forces.	D	AF/I