

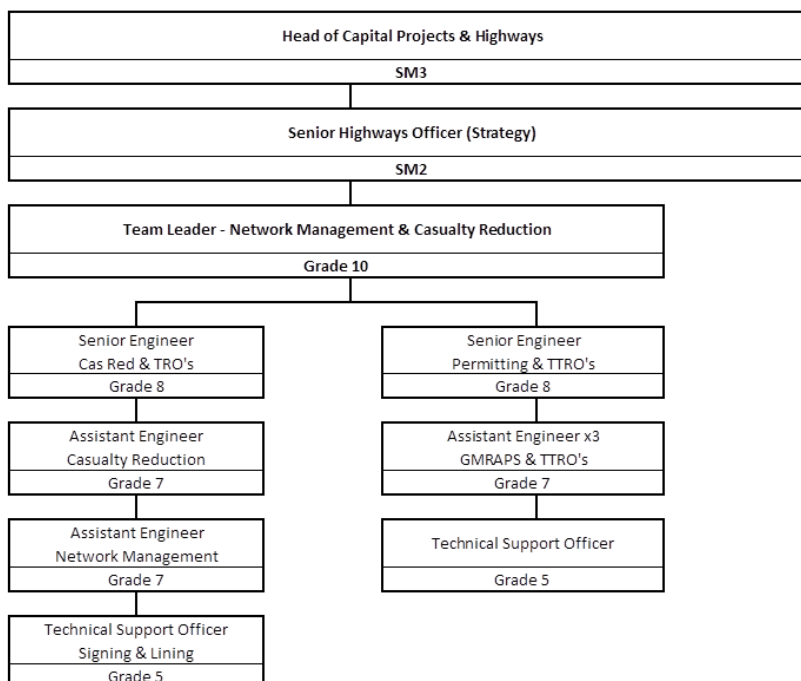
ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:	Highways
SECTION:	Network Management & Causality Reduction
LOCATION:	Number 1 Riverside
JOB TITLE:	Technical Support Officer Signing & Lining
POST NUMBER:	
Grade:	5
Accountable to:	Network Management & Causality Reduction Team Leader
Accountable for:	Assisting in the processing of Road Activities Permits, issue and process street works fixed penalty notices, assisting the processing of traffic regulation orders, managing the Teams incoming correspondence and producing road marking schemes
Hours of Duty:	37 hours per week worked Monday to Friday between 7am and 7pm.
Any Special Conditions of Service:	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 M B C.

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 assist the Network Management Team in the development and maintenance of the Traffic Regulation Orders and the preparation and monitoring of all relevant traffic management programme of works.

To assist in the administration of the GMRAPS permit scheme

To deal with correspondence and the promotion/monitoring of funding requests made to council.

Control of Resources

Personnel

Financial

To assist in the Highways and Revenue Programme

Equipment/Materials

Responsible for the upkeep and safe use of equipment and material used by the postholder in the course of his/her 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)

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 below

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Be aware of and apply these values and associated behaviours at all times.

Principal Duties

1. To assist in the processing of all Traffic Regulation Orders, including their advertisement and maintain all paper and map based records
2. To access the Accident Records which are held on computerised and map based systems.
3. To maintain and update other internal database records and mail boxes for incoming correspondence
4. To prepare agendas for the Traffic Management Unit meetings and to take minutes of meetings.
5. To deal with correspondence as instructed by the Team Leader.
6. To process applications for skip permits, scaffolds and hoarding licences
7. To assist in the assessment of road activities permits
8. To issue and process street works fixed penalty notices
9. To produce road marking and signing drawings and assist in their delivery

Secondary Duties

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 2 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).
- 3 To carry out traffic and/or pedestrian surveys.
- 4 To post Traffic Regulation Order Notices on site.
- 5 To process invoices and payment for services
- 6 Carry out information and photographic surveys of locations as directed by the Team Leader.
- 7 To deliver letters or leaflets to properties if and when required.
- 8 To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Head of the Highways and Engineering Service from time to time in agreement with the postholder and after consultation by them if they wish with their Trade Union Representative.

Job Description prepared by	<u>Nathan Mckendrey</u>	Date	<u>19th Oct 2021</u>
Agreed by Postholder	<u></u>	Date	<u></u>
Supervisor	<u></u>	Date	<u></u>
Service Director	<u></u>	Date	<u></u>

**Rochdale Borough Council
Person Specification**

Service :	Highways and Engineering	Post:	Technical Support Officer Lining & Signing
Section :	Network Management & Causality Reduction	Post Number :	
Job Ref:		Grade:	Grade 5

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
Filter Questions		
1 Do you have knowledge of Highways Design Guides and the Highways Act 1980 Traffic signs regulations and general Directions 2016?	E	AF/I
2 Do you have knowledge of New Roads & Street Work Act 1991?	D	AF/I
3 Do you have knowledge of the Traffic Management Act 2004?	D	AF/I
4 Do you have Knowledge of the Road Traffic Regulation Act 1984	D	AF/I
(a) Special Working Conditions		
1 Ability to work on site and other locations outside the office	E	AF
2 Ability to work outside normal office hours	E	AF
3 Current Full UK Driving Licence	E	AF
(b) Qualifications and Experience		
1 Engineering Qualification or equivalent	D	AF
2 Experience of using a Windows based PC and Microsoft Office	E	AF
3 Experience of using/developing database software	E	AF
4 Experience of updating and maintaining accurate records	E	AF
5 Numeracy and literacy skills	E	AF
(c) Skills and Knowledge		
1 Ability to set up and develop electronic filing systems	D	AF
2 Knowledge of the Traffic Signs Manual	D	AF/I
3 Knowledge of the GMRAPS permitting scheme	D	AF/I
4 Ability to communicate effectively both verbally and in writing	E	AF/I
5 Experience of dealing with members of the public	E	
6 Ability to write reports	E	AF/I
7 Ability to prioritise workloads and meet deadlines	E	AF/I
8 Ability to use AutoCAD, ParkMap and MapInfo	D	AF/I
9 Ability to take notes of meetings and produce accurate minutes	E	AF
10 Ability to work as a member of a team	E	AF/I
11 Ability to use mapping systems	E	AF

(d) Behaviours and Values			
1	<p>Approach the job at all times using the values set out below</p> <ul style="list-style-type: none"> • Proud of the difference we make • Passionate about the diversities of the Borough • Pioneering and Open in our Approach <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF/I