Job Description

Job Title: Senior Traffic Order Maker	**Service Area**: Highways & Sustainable Transport	
Directorate: Environment & Sustainable Transport	**Post Numbers:** 21760	**Evaluation Numbers:** 7893
Grade: Scale PO5	**Date last updated:** July 2026	

EQUALITY AND DIVERSITY
We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES
Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Overall Purpose of Job

To be responsible for the planning, development and delivery of various Traffic Orders associated with parking and highways schemes within the Highways & Traffic Group of Environmental Services.

To work as part of the Traffic Order team, to lead on, or assist with, the drafting and processing of Traffic Management Orders and Statutory notices for safety and traffic related schemes within the Highways and Sustainable Transport service area.

The post-holder has direct line management responsibility of up to 5 staff who will be Traffic Order Makers.

To deputise for the Principal Officer (Traffic Order Making) as and when required.

Job Context

1. The post-holder reports to the Principal Officer (Traffic Order Making).

2. The post-holder has direct line management responsibility of approximately five Traffic Order Makers.

3. The post-holder is responsible for overseeing and supervising the delivery of the workload of members of the team

4. The post-holder is responsible for carrying out performance reviews and/or performance development conversations of direct reports.

5. The post-holder is responsible for the drafting and processing of traffic management orders under the Road Traffic Regulation Act (RTRA) 1984 of specific parking and highways related schemes, in line with project programmes and budgets, as allocated.

6. The post-holder may be required to work evenings, weekends and occasional public holidays, in order to meet service requirements.

7. The post-holder has specific Health and Safety and risk management responsibilities in respect of co-ordinating service delivery.

Key Tasks and Responsibilities

Key tasks and responsibilities are intended to be a guide to the range and level of work expected of the postholder. This is not an exhaustive list of all tasks that may fall to the postholder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

- To be a member of the Transport Policies and Programme team.

- The post-holder is responsible for producing statutory documentation to undertake the legal advertising and Making of Traffic Orders to support the introduction of traffic and parking schemes.

- To provide training as and when required to other members of the team

- To lead and supervise staff in respect of the delivery of the service area, such as the production of Traffic Order schedules, articles and associated designs.

- To deputise for the Principal Traffic Order Maker as and when required.

- To maintain records in a systematic and accessible format utilising the Council's digital Traffic Management Order management system

- To ensure compliance with the Department for Transport's digital traffic management (D-TRO) system requirements

- To liaise with other teams and groups both within Highways and Sustainable Transport and the wider Council

- to liaise with departments and Councillors and to deal with enquiries of a specific and often contentious nature from members of the public, including initiating reports

- To liaise with external organisations including other boroughs, Transoprt for London (TfL), London Legacy Development Corporation (LLDC), Greater London Authority (GLA),

- To provide input into developments of new techniques and working practices

- To provide complex professional and technical guidance and support to other officers in relation to Traffic Order processes.

- To review and provide input to Officer or Cabinet decision reports.

- The post-holder has a requirement to formulate and implement strategies that will enhance all aspects of the service, respond to challenges and to devise innovative and creative solutions that have positive policy and service outcomes.

- the post holder will be required to identify opportunities for continuous improvement to the services' processes and procedures with the aim of increasing efficiency and service reputation.

- The post holder will have an excellent understanding of the likely external and political consequences of project decisions and to provide advice accordingly

- To lead, motivate and assist with the professional development of staff within the team and to propose changes to work processes and procedures in their team to improve project delivery.

- To ensure that the team works as a highly professional unit where the potential of staff is fully realised and any professional development needs are identified and addressed.

To effectively manage staff, external suppliers, consultants and contractors to deliver project outcomes efficiently and economically.

- In the event of a judicial review or similar, to explain and evidence the statutory Order-making process, including notices, consultation, objections, approvals and making of the Order to Council Legal Services and external counsel; evidence may then be presented to the High Court through a witness statement
-

- Such other duties, within the competence of the post-holder, which may be required, reasonably, from time to time

- All duties to be carried out in compliance with relevant Health and Safety legislation

Specific Requirements of Job

The Transport Policies & Programmes team is responsible for the development, delivery of a range of parking and other highway schemes within the Highways & Sustainable Transport team.

As a Traffic Order Maker within the Traffic Order team which sits within the Parking Design team, the post holder will be required to undertake a variety of duties and day to day functions which include:

- Drafting and processing of traffic management orders and statutory notices under the RTRA 1984 for specific parking and highways related schemes, in line with project programmes and budgets, as allocated.

- Drafting and processing statutory notices for road humps, traffic calming and pedestrian crossing schemes under appropriate legislation.

- Development / supervision of elements of colleagues' work relating to traffic orders and statutory notices.

- Co-ordinating scheduling so as to ensure that proposed content is accurate, comprehensive and meets legal requirements.

- Undertaking checks of traffic order and associated design works produced by outside consultants and contractors in relation to traffic and safety schemes being undertaken in the borough.

- Identifying and evaluating potential operational issues with traffic restrictions for schemes and projects and propose remedial measures and specifications for prioritisation within the overall programme of works.

- Maintain accurate records of traffic orders and corporate datasets, including spatial data to ensure enforcement and design activity is based on accurate information.

- To be familiar with appropriate legislation.

- To work with advances in technology as required, maintaining an awareness in that field, including ParkMAP.

- Dealing with financial payments for publication of statutory notices in line with allocated budgets across the service area and

- Dealing with general and high-profile inquiries.

  To carry out such other duties, within the competence of the post holder, which may be required, reasonably, from to time.

Personal Specification

Job Title: Senior Traffic Order Maker	**Service Area**: Highways & Sustainable Transport	
Directorate: Environment & Sustainable Transport	**Post Numbers:** 21760	**Evaluation Numbers:** 7893
Grade: Scale PO5	**Date last updated:** July 2026	

CRITERIA	**METHOD OF ASSESSMENT**
EQUALITY AND DIVERSITY We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work. **PROTECTING OUR STAFF AND SERVICES** Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.	
KNOWLEDGE & ABILITY	
Comprehensive knowledge of the service area and an ability to assess the impact of legislative and / or administrative changes affecting the service.	Application Form/Interview
Knowledge of the requirements of relevant Health and Safety legislation.	Application Form/Interview
Knowledge of relevant legislation relevant to the service area	Application Form/Interview
Knowledge of the functions and current trends and developments of local authorities would be advantageous but is not essential	Application Form/Interview

QUALIFICATIONS:	
Relevant academic qualifications or experience	Application Form/Certificate
Relevant professional qualification or experience	Application Form/Certificate
CRB	
This post is not subject to a CRB check	
EXPERIENCE:	
The post holder will need to have a comprehensive knowledge and application of:	Application Form/Interview
Traffic order making within a local authority.	Application Form/Interview
Detailed knowledge of all relevant legislative, technical, and operational aspects of the traffic order making process.	Application Form/Interview
Consultation and publication requirements for the introduction or amendment of traffic management orders.	Application Form/Interview
An understanding of relevant legislation and statutory duties, for example the Road Traffic Regulation Act, Highways Act etc.	Application Form/Interview

Experience in the preparation, writing and submission of committee and management reports	Application Form/Interview
Experience of the application and development of IT solutions in a relevant and changing environment	Application Form/Interview
Experience in programming and monitoring output of colleagues / contractors.	Application Form/Interview

SKILLS AND ABILITIES:	
Strong analytical and numeracy skills	Application Form/Interview
Articulate both in written and oral form	Application Form/Interview
Ability to understand the impact of legislative or administrative changes. Including health and safety issues, affecting the service	Interview
Ability to plan and work towards the long-term strategic vision and to translate that vision into reality	Interview
Ability to translate corporate policies into tangible service improvements	Interview
Ability to contribute to corporate projects on behalf of Public Realm	Interview
Ability to listen and respond sensitively to the needs of the community and to structure the service around the needs of customers	Interview
Ability to build effective and productive working relationships with colleagues	Interview
Ability to manage, lead and motivate staff and foster their development. To relate to and work with people at all levels	Interview
OTHER SPECIAL REQUIREMENTS	
Willingness/ability to work out of hours	Application Form/Interview