

Job Description



Job Title: Engineer (Traffic Management, Road Safety and Parking Design)	Service Area: Highways & Sustainable Transport	
Directorate: Environment & Sustainable Transport	Post Numbers: 26883, 36674, 36675, 10020895	Evaluation Number 6065
Grade: PO2	Date last updated: July 2021	

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 parking, traffic management, road safety and sustainable transport schemes within the Transport Policies & Programmes team.

To work as part of the Transport Policies & Programmes team identifying and progressing parking, traffic management, road safety and sustainable transport schemes to implementation (either as freestanding proposals or in conjunction with other engineering schemes) to help reduce congestion, improve road safety and air quality, to enable and encourage sustainable and active travel and to enhance the environment.

Job Context

1. The post-holder reports to the Senior Project Manager Traffic Management, Road Safety & Parking Design.
2. The post-holder is responsible for the development of parking, traffic management, road safety and sustainable transport related schemes as allocated, from the investigation stage, through initial design and consultation,

to detailed design and implementation, obtaining as necessary the required approvals and consents.

3. The post-holder is responsible for the monitoring and management of specific parking, traffic management, road safety and sustainable transport related schemes, including the project programmes and budgets, as allocated.
4. The post-holder may be required to work evenings, weekends and occasional public holidays, in order to meet service requirements.
5. 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.

1. To assist with and to develop parking, traffic management, road safety and sustainable transport related schemes across the borough;
2. To carry out investigation, data collection, analysis and, consequently, propose solutions that could address the identified problem, within constraints of both project finances and physical layout.
3. To undertake research, design and evaluation of the cost and value of alternative solution options relating to parking, traffic management, road safety and sustainable transport issues.
4. To maintain project records in a systematic and accessible format in accordance with the Departmental agreed file structures, drawing numbering system and quality assurance processes.
5. To arrange the necessary field work and data collection with the purpose of developing a strong evidence base to fully understand the situation or problem at a particular site.
6. To liaise with other teams and groups both within the Environment and Sustainable Transport Directorate and the wider Council, such as Planning and Regeneration.
7. To respond to complaints and enquiries from the Mayor, Cabinet Leads, Elected Ward Members, MP's and members of the public in a timely and respectful manner.
8. To prepare all necessary reports related to their projects, including consultation reports, design and option appraisal reports, briefing notes and decision reports, including key decisions and cabinet papers.

9. To develop and undertake any necessary consultations, including the preparation of consultation materials and images/graphics, and to arrange for their distribution to the relevant consultees. To record, tabulate and analyse comments obtained from the consultations and to respond to these as appropriate.
10. To be responsible for the management of all approvals and notifications necessary for the implementation of schemes, including streetworks permits, traffic management approvals and any other relevant consents.
11. To make regular site visits and, if the need arises, to amend the design and inform the contractors, to ensure the smooth implementation of schemes on site. The post-holder must take into account both legal and health and safety matters as well as equalities obligations when making such decisions.
12. To assist with the monitoring and evaluation of the effect of highways and sustainable transport legislation and policy particularly those relating to the parking provision, road safety, active travel and air quality, and to liaise closely with appropriate representative groups concerning new initiatives.
13. To assist with the monitoring of work done and accounts submitted of consultants or contractors working on specific projects, and the check and challenge as required.
14. To support the preparation of Corporate Reports, External Reporting (eg to TfL, Central Government etc.) and evidence for Council representatives and witnesses at public enquiries and other formal hearings
15. To liaise with external organisations including other boroughs, departments and Councillors and to deal with enquiries of a specific and often contentious nature from members of the public.
16. To provide specialist guidance in parking, traffic management, road safety and sustainable transport schemes and support to other officers within the group and in other departments.
17. To organise their own workload efficiently together with the supervision of junior staff to achieve objectives set in conjunction with corporate strategies.
18. To contribute to innovation and value management in the department, to continuous improvement and to help develop new techniques and working practices.
19. To contribute to the development of the Borough's transport strategies and policies and work towards delivering their stated outcomes.
20. To provide professional and technical guidance and support to other officers within the group.

21. To deputise, on occasion and as required, for the Senior Project Manager, Parking, Traffic Management, Road Safety and Parking Design on specific projects or issues.
22. To assist the Senior Project Manager, Parking, Traffic Management, Road Safety and Parking Design in assessment of resources and cost estimates for specific projects
23. To undertake the role of project manager on some schemes as allocated and to be responsible for control and forecasting of project expenditure and resources.
24. To carry out such other duties, within the competence of the post-holder, which may be reasonably required from time to time.
25. All duties to be carried out in compliance with relevant Health and Safety legislation

Personal Specification



Job Title: Engineer (Traffic Management, Road Safety and Parking Design)	Service Area: Highways & Sustainable Transport	
Directorate: Environment & Sustainable Transport	Post Numbers: 26883, 36674, 36675, 10020894	
Grade: PO2	Date last updated: July 2021	

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be short listed. Please give specific examples wherever possible.

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.	

<p>KNOWLEDGE</p> <p>All Levels</p> <p>Knowledge of the requirements of relevant Health and Safety legislation</p> <p>Knowledge of relevant guidelines and the latest professional developments and innovations relating to Traffic Management, Road Safety and Parking Design.</p>	<p>Application Form / Interview</p> <p>Application Form / Interview</p>
<p>A detailed knowledge and understanding of Traffic Management, Road Safety and Parking Design schemes and their analysis, design and implementation, including the supervision of contractors</p> <p>High level of knowledge and professional skills sufficient to undertake and/or oversee a range of Traffic Management, Road Safety and Parking Design schemes</p> <p>High level of knowledge of relevant legislation and policy frameworks for Traffic Management, Road Safety and Parking schemes</p>	<p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p>
<p>QUALIFICATIONS:</p> <p>An appropriate further education engineering or other qualification</p> <p>Full current UK driving licence or other driving licence valid on UK roads (preferable but not essential)</p> <p>To be willing to enrol in a professional development programme working towards a professional qualification.</p>	<p>Documentation</p> <p>Documentation</p> <p>Application Form and Documentation</p>
<p>CRB</p> <p>This post is not subject to a CRB check</p>	

<p>EXPERIENCE:</p> <p>Experience of administration work relating to the analysis, design and implementation of Traffic Management, Road Safety and Parking Design schemes, including the use of IT, familiar Microsoft Office software programs and relevant AutoCAD and other design packages.</p> <p>Experience of undertaking public consultation and report writing</p> <p>Experience of the application of design guidance and implementing best practice</p> <p>Experience of developing good working relationships with a wide range of internal and external parties and customers as part of developing effective service delivery</p> <p>Experience in the preparation, writing and submission of cogent reports and letters formed by collated, analysed and interpreted data</p>	<p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p>
<p>In-depth experience of Traffic Management, Road Safety and Parking Design over a wide range of projects</p> <p>Good experience of the supervision and organisation of workloads, including those of project staff</p> <p>Good experience of project management on a range of Traffic Management, Road Safety and Parking Design projects of varying sizes and complexities.</p>	<p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p>

<p>SKILLS AND ABILITIES:</p> <p>A confident, clear and effective communicator with the ability to adjust communication style to meet the needs of different audiences. This includes an ability to understand and respond effectively to enquiries and correspondence from the Mayor, MP's, Cabinet Members & Councillors, schools, the public, businesses and other organisations</p> <p>Ability to both contribute and work harmoniously in a team situation and to work effectively on own initiative within defined parameters/deadlines</p> <p>Ability to identify appropriate and relevant data sources and to collate, analyse and interpret that data, including statistical and financial analysis</p> <p>Ability to manage time effectively and to achieve tasks to set deadlines without any supervision</p> <p>Ability to give accurate and up to date technical and professional advice both within and outside the group</p>	<p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p>
<p>OTHER SPECIAL REQUIREMENTS</p> <p>Willingness/ability to work out of hours</p>	<p>Application Form/Interview</p>