



Role Profile	
Career family	Organisational Support
Professional pathway	Engineering and Construction
Career family level	Advanced / Senior Officer (Tier 7a)
Associated job summary overviews	Senior Traffic Signals Engineer Senior Traffic Optimisation Specialist Senior Network Monitoring Specialist Senior Compliance Performance Specialist Senior Compliance Inspector Senior Street Works Inspector Senior TTRO & Permitting Specialist Lane Rental Governance Project Lead Senior Traffic Regulation Order Specialist Senior ANPR Camera Enforcement Specialist Senior Parking Enforcement Specialist Senior Civil Enforcement Schemes Specialist
Grade / Grade range	Grade 12 – 14
Reference number	ROP-ENC-2025-7A

Purpose

Deliver high-quality services by managing a range of complex inquiries, issues, and communications, driving service improvements. Provide highly technical / professional advice in their specific area of expertise. Emphasis is on applying specialist knowledge and methods independently, dealing with complex matters, using sound experience and knowledge to assess situation and resolve issues in line with procedures and guidelines. Mentoring colleagues, enhancing team capability, and contributing to a culture of continuous improvement.

Corporate accountabilities

- Be technically sound and proficient in an area of specialism by keeping up to date with latest updates, industry best practice and improvements ensuring you can drive continual improvements
- Demonstrate professionalism at all times and embrace matrix working with colleagues and partners, removing silos
- Take responsibility for professional growth by seeking and acting on feedback
- Provide team members with feedback and coaching, and share best practices
- Collaborate with managers to mitigate risks and meet business goals on time and within budget
- Prevent or mitigate risks, including risks to health and wellbeing



- Be innovative - and implement changes
- Communicate clearly and effectively with a wide range of colleagues and customers
- Provide complex information and respond to queries, including queries from other team members.
- Influence and negotiate with stakeholders to achieve desired outcomes
- Act as an Equality, Diversity and Inclusion (EDI) role model, taking responsibility for learning about EDI and promoting an inclusive working environment.
- Seek to enhance the health and wellbeing of yourself and others
- Support improved environmental performance within your team by being conscious of the impact of activities on the environment and climate.
- Adhere to contract management guidance and financial policies, procedures and timelines to ensure the Council's contracts are administered effectively so that transactions, contract changes, and essential financial and performance information is recorded completely, accurately, and promptly.

Professional pathway accountabilities

- Delivering engineering/construction/ civil enforcement advice and operational expertise using own judgement to resolve issues and deliver priorities on time and budget.
- Representing at project and programme boards, making technical decisions based on legislation, frameworks, and policies.
- Negotiate as required, with external contractors, suppliers to ensure best value for money for the organisation.
- Advising officers within the council on issues relating to legal agreements, highway safety and highway construction design and specifications and/or traffic management legislation.
- Compile and provide all necessary information legal instructions and/or proceedings
- Produce information, reports, and analyses and keep back office systems up to date to ensure all relevant information is kept up to date,
- Respond to enquiries from members of public and service users to ensure all queries and issues are promptly resolved and escalated to senior management where appropriate.
- Supervising and training entry-level colleagues in some services including planning their workload.
- Using autonomy and judgement to identify risks and take appropriate actions to mitigate them and safeguard individuals.
- Carry out all necessary site inspections, resolving issues as relevant, including agreeing completion, remedial works and ensuring all work is carried out in accordance with designs, standards, health and safety and environmental regulations.
- Collaborating with various departments to ensure cohesive service delivery.

Essential skills, knowledge and experience required

Relevant professional / technical qualifications and strong experience in their area of work / specialism

Strong communication skills and planning & organisational skills

Expert knowledge of relevant legislation, frameworks, standards, guidance and policies governing their area of work



Proficiency in using standard systems and IT software
Experience to supervise and plan the workload of entry-level colleagues
Strong collaboration skills with expert experience to work with multiple stakeholders such as contractors, consultants, government organisations, internal stakeholders.
Extensive experience in the use, interpretation, and amendment of technically complex civil engineering drawings.
Understanding of the relevant sections of highway law relating to the function of this post
Experience of staff recruitment process
Strong interpersonal skills with the ability to influence and support others across different levels

Values and behaviours

Our organisational values underpin everything we do and say. In short: our values describe 'the way we do things here'. They are:

- **Always learning**
- **Be kind and caring**
- **Equality and integrity**
- **Take responsibility**
- **Daring to do it differently**

Accessibility

If you (or anyone you know) needs this document in an alternative format i.e., Easy Read, large text, audio, Braille, or a community language, please contact your line manager to discuss your requirements or call the council's customer services team on 01865 792422 and we will work with you to meet your needs.