**Job Description**

# Section A: Job Profile

## Job Details

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| Job Title: | Senior Officer– Traffic and Road Safety |
| Salary: | £46142 - £49282 |
| Grade: | G12 |
| Hours: | 37 per week. We are open to discussions about flexible working. |
| Team: | Highway Maintenance Central Programme Delivery |
| Service Area: | Highways and Operations within Environment and Place |
| Primary Location: | County Hall Oxford OX1 1ND. *Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working. What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based. Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process.* |
| Budget responsibility: | £3-4m |
| Responsible to: | Team Leader- Traffic and Road Safety |
| Responsible for: | Officer x3 |
| Political Restricted Post: | Not a restricted post |

## Job Purpose

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| The purpose of this job is to work with colleagues across the directorate to identify, design and deliver highway maintenance schemes in relation to reducing casualties on the network by means of improvement and maintenance of the highway network assets, including but not limited to carriageways and footways. To liaise with commissioned design resources to ensure all works delivered are undertaken providing the most cost effective and efficient means of delivery.The role will manage Officers involved in the design and delivery of traffic and road safety schemes.  The post will have a leading role in traffic and road safety schemes delivery. The post holder will deputise for the Team Leader – Traffic and Road Safety if required.  As Senior Officer – Traffic and road safety, the post holder will be accountable for the following activities: - * Delivering highway schemes identified from a variety of sources to improve the highway network assets at a countywide level to reduce casualties and promote the use of sustainable and active travel.
* Managing the operational effectiveness of traffic and road scheme delivery, including finance and budget reporting, procurement processes, contract management and risk management.
* Working with the team to deliver relevant parts of the Service Plan.
* Managing and assisting with Road Safety Audit process
* Managing accident data input, validation and reporting thereof
* Identification of casualty trends and issues relevant to improving road safety
* Working with colleagues identify and evaluate the opportunities for income generation aimed at improving services and delivering new revenue streams particularly but not exclusively in highway scheme delivery.
* Ensure that all direct reports are managed and supported, with regular one to one/12.3.2 meetings, clear objectives and a training and development plan.
* Act as an escalation point in relation to queries or issues that cannot be resolved by Officers/team members.
* Supporting and enabling colleagues across highway maintenance to embed the systems to achieve continuous improvement, establishing challenging performance goals and reporting progress.

To work with our Communities, Staff, Members, Partners, and Suppliers to ensure the delivery of required outcomes, in a consistent way, using the right skills and the most appropriate delivery methods.  To drive continuous improvement so we can be even more ambitious for our organisation and communities in the future.  To support our Organisation, People and Partners to look forward, using analysis and evidence to inform plans, manage risks appropriately and apply insight to ensure the delivery of effective services for our local people.  To learn and adapt to deliver positive outcomes in efficient and consistent ways, constructively challenging how services are provided and working together to build on our strengths.  The postholder will be expected to provide the Team Leader with information on operational issues, service delivery and management of staff to enable effective service planning and decision-making?  The role will require working with members of the Senior Leadership Team, other Senior Officers, Members, Suppliers, Communities, and other Partners, therefore being able to build working relationships and effectively communicate complex, professional advice is vital.  |

## Job Responsibilities

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| Staff Management* Undertake any HR processes with direct reports, including onboarding and induction, one to one/12.3.2 meetings, and investigations.
* Create a clear sense of ambition, performance, and ownership of objectives through the effective use of performance management processes ensuring delivery of required service standards.
* Embed a culture of continuous improvement, building skills and knowledge amongst staff across the highway scheme delivery team. This may include the delivery of training to the team or colleagues.

Technical / Professional Skills * Experience in highway maintenance or design including a thorough knowledge of construction materials construction techniques and specialist services.
* Experience in the recognition identification, specification and measurement of highway maintenance needs, priorities, and solutions and in producing prioritised programmes of work.
* Experience of site supervision/inspection of maintenance operations on public highways and sound record keeping.
* Understanding of relevant legislation and policies in relation to highway authority responsibilities.
* Understanding of Construction (Design and Management) Regulations
* Working knowledge of Road Safety Foundation assessment and analysis toolkits
* Proficient in the use of Microsoft Word, Excel, and other Microsoft suite products.
* Ability to use PMS (pavement Management System) and other analytical tools to enable prioritisation of highway schemes.
* Ability to use KaarbonTech GullySmart to analyse drainage data and identify remedial action based on flooding events in association with site survey and inspection reports.
* Undertaking site investigations to determine best value solutions for highway maintenance and improvement needs on a designated area of the County Roads. Including. minor patching, minor civils (kerbs, footway, voids ironwork repairs etc.), and minor drainage schemes.
* Prepare work details, specifications, Health and Safety information, contract documents and, works orders for highway works.
* Prioritise and promote work, schemes, and cyclical and minor works programmes as appropriate. Engage with the Principal Contractor to lead on programme management.
* Identification, assessment prioritisation and programming of highway maintenance works in dialogue with team members, operational staff, and other relevant stakeholders.
* Provide technical advice and support to officers in the team with maintenance implications and treatments.
* Experience of highway drainage design and maintenance including identifying and implementing repairs and improvements to existing apparatus

  Relationships and Stakeholder Management  * To build and promote relationships across the Council, its Suppliers and other Partners while delivering effective and consistent services, which represent value for money.
* Engage with staff and stakeholders to shape and agree priorities and objectives in line with the service plan and relevant corporate policies and external legislation.
* To contribute to the development of advice, written reports and briefings relating to highway scheme delivery activity to Members, both Council’s Leadership Team, Programme Boards, Committees, MPs, and other stakeholders as required.

 Any other duties as may be deemed necessary to carry out the full remit of the role. |

# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes, and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care.
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently.

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications, and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| Essential Criteria | Assessed By: |
| Educated to degree level with relevant professional qualification such as Incorporated Engineer accreditation or equivalent OR significant and demonstrable relevant industry experience | A  |
| Ability to use own judgment in a range of situations, dealing with complex issues and sensitive situations.  | A / I  |
| Excellent communication, presentation, and negotiation skills, with the ability to prepare clear and concise reports.  | A / I  |
| Understanding and experience using data, insight, and performance measures to assess the impact of services and inform decisions and service planning to improve outcomes.  | A / I  |
| Proficient in MS Office skills (Word, Outlook, Excel etc.)  | I  |
| Desirable Criteria | Assessed By: |
| Experience of direct line management, engaging and coaching staff to achieve performance standards.  | A/I |
| Understanding the need to comply with the Council’s constitution, including its contract and financial procedures and regulations.  | A / I  |
| Previous experience in undertaking HR/complaints processes, including investigations. | A / I  |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance, and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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| [ ]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [ ]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [ ]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [ ]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |

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| [ ]  | Other (please specify):       |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety, and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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| [ ]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [ ]  | Regular manual handling (which includes assisting, manoeuvring, pushing, and pulling) of people (including pupils) or objects | [x]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [ ]  | Restricted postural change – prolonged sitting |
| [x]  | Lone working on a regular basis | [ ]  | Restricted postural change – prolonged standing |
| [ ]  | Night work | [ ]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [x]  | Working on/ or near a road | [x]  | Regular work outdoors |
| [x]  | Significant use of computers (display screen equipment) | [ ]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [x]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [ ]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [ ]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [x]  | Face-to-face contact with members of the public |

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| [ ]  | Other (please specify):       |

April 2024