

Job Description

Section A: Job Profile

The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.

Job Details

Job Title:	Officer – Traffic Signals
Salary:	£34,434 - £37,280 per annum
Grade:	Grade 9
Hours:	37 per week. We are open to discussions about flexible working.
Team:	Traffic – Signals and Solutions
Service Area:	Highways and Operations
Primary Location:	Ron Groves House, Kidlington <i>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</i>
Budget responsibility:	£100k per annum
Responsible to:	Team Leader – Signals and Supervised by Senior Officers – Signals and Solutions
Responsible for:	
Political Restricted Post:	Not a restricted post

Job Purpose

The purpose of this job is to support the management the routine and reactive maintenance of traffic signals across the County, advise and quality check proposals for new signals and support the implementation of proposals from third parties.

The post will have a role in ensure that the traffic signals are effectively maintained, remain optimised for local circumstances, that signals can be utilised to mitigate congestion on the network as part of contingency planning and that new schemes for signals are designed and installed to national and local standards and work to manage traffic flows on congested roads. This is a key supporting role in the delivery of the County Councils priorities to promote active travel and behavioural change.

The post holder will be accountable for the following activities: -

- Support the Traffic Control Systems Team in the development and maintenance of traffic signals and Urban Traffic Control (UTC/SCOOT) and associated monitoring and information systems.
- Review Inspection reports and identify and co-ordinate a renewal programme for those assets requiring replacement.
- Support management and reporting on the Capital & Revenue budgets relating to traffic signals, including providing data for the preparation of annual financial programmes as part of the Council's HAMP (Highways Asset Management Plan).
- Review and authorise Technical Approval documentation prepared in connection with County Council and third-party schemes.
- Act as the Authorities point of excellence on local development schemes.
- Liaise with Town and Parish Councils on Traffic Signal issues.
- Support the formulate and update as required the Traffic Signals Policy in accordance with National and County Council strategies.
- Support the satisfactory operation and maintenance of traffic management and control systems.
- Working with colleagues to identify and evaluate the opportunities for income generation aimed at improving services and delivering new revenue streams.
- Supporting and enabling colleagues across the Service to embed the systems to achieve continuous improvement, establishing challenging performance goals and reporting progress.
- Represent the Service as required at meetings or committees, including outside of normal hours
- Supporting the operational effectiveness of projects, including finance and budget reporting, procurement processes, contract management and risk management.
- To provide resilience across the Service.

To work with our Residents, 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, Traffic Signals with detailed information on operational issues and service delivery 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

Strategy and Decision Making

- To ensure the delivery of the aims and ambitions of the Council, as set by the Council's Leadership Team, specifically relating to Traffic Signals.
- To work closely with colleagues across the Directorate to embed more efficient and effective business processes, enabling the achievement of financial targets and savings.
- To work with the Team Leader, Traffic Signals on implementation of the planned transformation goals of the service.

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 parking enforcement activity to Members, both Council's Leadership Team, Programme Boards, Committees, MPs, and other stakeholders as required.

Technical / Professional

Support the proper operational management of the Traffic Signals Team to:-

- Deliver efficient and effective traffic signals across the County, taking into account improvements to technology and delivery methods.
- Support the Service to ensure that the County Council is effectively represented at public meetings, legal proceedings and associated Court cases.
- Ensure the identification of maintenance issues for remedial action by the appropriate teams.
- Support the delivery of new schemes across the County, including the identification of the most efficient methods of deployment and implementation.
- Support the management and maintenance of contractual and service KPI's in order to achieve Council objectives.

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.

Essential Criteria	Assessed By:
Relevant qualification or experience of operating in a Traffic Signals Team or similar.	A
Formal training and experience of using specialist IT and systems e.g. signal controllers specifications (TR2500), traffic signal modelling software (LINSIG, TRANSYT) Fault management software (RMS, Prefect), Area signal control (UTC/SCOOT) and an appreciation of Urban Traffic Management and Control systems	A / I
An up to date knowledge of traffic signal and design standards, and other relevant technical, legislative and administrative guidance.	A / I / T
The ability to develop forward programmes of works for capital programmes.	A / I
Experience of delivering complex programmes of change, requiring project management skills and effective communication of key messages to diverse teams.	A / I
Ability to use own judgment in a range of situations, dealing with complex case issues and sensitive situations	A / I
Excellent communication, presentation and negotiation skills, with the ability to prepare clear and concise reports	A / I
Ability to attend site meetings to carry out inspections/audits and to liaise with contractors.	A / I
Proficient in MS Office skills (Word, Outlook, Excel etc.)	I
Desirable Criteria	Assessed By:
Experience of working with urban traffic control systems	A/I
Understanding the need to comply with the Council's constitution, including its contract and financial procedures and regulations	A / I
Ability and skill to make decisions affecting outcomes	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](#)

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

<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List

<input type="checkbox"/>	Standard Disclosure and Barring Service check	<input type="checkbox"/>	Basic Disclosure
<input type="checkbox"/>	Disqualification for Caring for Children (Education)	<input type="checkbox"/>	Overseas Criminal Record Checks
<input type="checkbox"/>	Prohibition from Teaching	<input type="checkbox"/>	Professional Registration
<input type="checkbox"/>	Non police personnel vetting	<input type="checkbox"/>	Disqualification from Caring
<input type="checkbox"/>	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).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/>	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)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/>	Restricted postural change – prolonged sitting
<input type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input checked="" type="checkbox"/>	Significant use of computers (display screen equipment)	<input type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens

<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		

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