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Job Summary Overview	
Job title	Traffic Regulation Order Specialist
Career family	Organisational Support
Professional pathway	Engineering and Construction
Career family level	Entry level / Trainee / Assistant Officer / Standalone roles at junior level (Tier 7e)
Grade	9
Reports to	TTRO & Schemes Manager with supervision from Senior TRO Specialists
Financial responsibility	Responsibility for routine transactions Processing PO's and invoices or manages budget up to £10,000 or reporting/analysis of budgets or influence over spend of budgets (For example, ordering equipment in coordination with Senior Officers) Track revenue and capital finances and flag any issues to seniors. Co-ordinate financial evidence for claims Actioning and monitoring project expenses such as invoicing, purchases and transactions
Supervisory responsibility	Will be responsible for supervising contractors delivering works on behalf of the civil enforcement function, escalating issues to seniors, and the development of junior members of staff and new starters including coaching and mentoring.
Reference number	

Job Summary

The postholder will assist in the cost effective delivery of the councils Traffic Regulation Order (TRO) and schemes service including supporting Cabinet Member Decision (CMD) processes and papers and providing technical support in delivering TRO schemes for both the council and external organisations. The postholder will also lead on discrete pieces of work including the processing of TRO changes to support the delivery of Disabled Person's Parking Places (on street) from initial application, design, public consultation and delivery on the ground. The postholder will act as a point of support for queries from colleagues and will act as a subject matter expert on TRO's and their operations.

Key Responsibilities:

- Managing the application and Traffic Regulation Order process for the provision of Disabled Person's Parking Places (DPPP) across the County, including the design of new places and liaison with applicants.
- Providing technical support for the efficient and effective process for Traffic Regulation Order requests to be considered, consulted on, and submitted to Cabinet Members Decisions (CMD).
- Ensuring accurate and timely logging/ recording of all required TRO information using available IT systems and according to operational processes and guidance and to analyse/ interrogate data within systems.
- Liaising with Promoters, Legal Services and other internal teams for the scheduling of requests to CMD and effecting associated Orders as a result of decisions made by CMD.
- Supporting the provision of technical/statutory advice to Promoters to ensure that the content of reports represents legal requests for the introduction of restrictions on the network.
- Assisting in the training of new staff and providing ongoing support with respect to operational issues.
- Development of CAD drawings, technical drawings to support DPPP and TRO requests.
- Contributing to projects such as trials of new software and systems which may improve process or residents experience relating to TROs.
- Interrogation of third-party systems to aid with TRO and DPPP developments.
- Supporting the operational effectiveness of the TRO process including finance and budget reporting/forecasting, procurement processes, contract management and risk management.
- Carry out site visits (sometimes with applicants) to scope out requirements for a TRO or DPPP application.
- Assisting in the preparation of documents and information for contractors to allow lining and signing works to be ordered and completed in accordance with council policies and procedures.
- Undertaking site visits to make assessments, identify line and sign defects and check the quality of any works undertaken by contractors.
- Manage and maintain the raising of purchase orders for payment of public notices associated with TROs/Notices undertaken by the team.
- To manage and maintain the raising of invoices for TROs/Notices being undertaken on behalf of third party works.
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- Working with colleagues identify and evaluate the opportunities for income generation aimed at improving services and delivering new revenue streams.
- Supporting the Network Management Service to embed the systems to achieve continuous improvement, establishing challenging performance goals and reporting progress

Specific requirements	Essentia	Desirable

	Mark with ✓	Mark with ✓
A relevant Level 3 qualification (e.g. engineering) and/or equivalent experience in a relevant field of expertise.	✓	
Excellent stakeholder management skills, including experience building effective partnerships with internal teams and external organisations	✓	
Evidence of an advanced conscientious and organised approach to work, with keen attention to detail. Has the ability to sustain concentration over long time periods and to work under pressure.	✓	
Experience of staff supervision in an administration environment.	✓	
Experience of working and operating within a legal framework	✓	
Experience of working with and interpreting Traffic Regulation Orders	✓	
Knowledge of the Traffic Signs Regulations and General Directions and the Traffic Signs Manuals.	✓	
Ability to communicate effectively by telephone and in writing and by e-mail	✓	
Ability to work well under pressure	✓	
Ability to remain calm and constructive when dealing with challenging customers	✓	
Experience of working with electronic system and files to maintain accurate records	✓	
Experience of independent working and making decisions that may impact others	✓	
Working knowledge and experience of accounting and financial procedures in a local government environment.		✓
Experience in use of Parking Management software – including Parkmap		✓
Experience of computer aided design using AutoCAD, KeySIGN, KeyPOST, KeyLINES, and Autotrack software.		✓

Working Arrangements

- The post is not politically restricted.
- Contractual base as detailed on contract, but you are able to work on a flexible basis in line with our Agile Working Policy
- Able to travel across the county and work from various office locations within the county.

Health and Safety at Work

All employees have responsibilities for health and safety – both for themselves, colleagues and the people we work with.

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

☐	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	☐	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
☐	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
✓	Working on/ or near a road	☐	Regular work outdoors
✓	Significant use of computers (display screen equipment)	☐	Work with vulnerable children or vulnerable adults
✓	Undertaking repetitive tasks	✓	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	✓	Face-to-face contact with members of the public
☐	Other (please specify):		