

OFFICIAL

**The Highland Council Recruitment & Selection
Job Description**

Service: Infrastructure, Environment & Economy

Post Designation: Traffic Technician

Grade: HC08 (35) SP24-28 **Salary** £25,352 - £28,501

Location: Inverness - Council wide

Responsible to: Principal Traffic Officer

- **Job Purpose:** Working as a member of a team involved in carrying out all the functions required in Urban Traffic Management & Control, including traffic modelling, transport assessment, signal design, decriminalised parking enforcement, operation of the Council's traffic control systems, compiling and maintaining the database of traffic counts and the application of Traffic Management legislation.

Accountabilities: To achieve the Job Purpose, the post holder will:

1. Assist in the design and implementation of Traffic Signal & Traffic Management schemes.
2. Assist in the administration of the Highland Council traffic counting plan
3. Provide technical support in all aspects of Traffic Management.
4. Have an operator role with the "SCOOT" traffic control system.
5. Assist in the delivery of Decriminalised Parking Enforcement for the Highland Council.
6. Implementation and guidance on all matters regarding Traffic Regulation Orders
7. Undertake practical survey work including Traffic Surveys and Pedestrian counts.
8. Maintain accurate and up-to-date records, including databases.
9. Assist the Traffic Management Team in all day-to-day functions.
10. Assist in delivery of infrastructure projects
11. Undertake training as part of continuous professional development

Other Duties

The post holder may be required to undertake any other duties appropriate to the level of the post. Duties and responsibilities will vary from time to time.

Health & Safety

Health and safety is an integral part of any role within the Highland Council.

As such we would expect that all employees:

- Be familiar with Violent Incident & accident reporting procedures and comply with these.
- Undertake continual program of Risk Assessment in relation to their and their staff's roles.
- Have an understanding of the importance of Health & safety in the workplace, and familiarise themselves with the Highland Council's Health & Safety procedures.

Qualifications required:

- ONC or HNC (or equivalent) in Civil Engineering or related subject.

Special features:

- **Convictions Clause** - It is a condition of this appointment that you must notify the Council if you are convicted of a criminal offence as this may affect your suitability for your current post. Failure to disclose a conviction will be classed as gross misconduct under the Council's Disciplinary Procedures.
- **Travel** - It is a requirement of your post that you will be expected to travel efficiently and effectively throughout the Highland Region in order to deliver the duties of your post

Date of latest version: 1/03/2022

OFFICIAL

The Highland Council Recruitment & Selection
Person Specification

POST: Traffic Technician		Infrastructure, Environment & Economy
Date Specification Completed: March 2022		Prepared by: Shane Manning
ATTRIBUTES:	ESSENTIAL <i>The minimum acceptable level for safe and effective job performance</i>	
1 EXPERIENCE	<ol style="list-style-type: none"> 1. Practical experience and evidence of delivering engineering principles 2. Experience of working with people in relation to customer care. 	
2 SKILLS/ABILITIES GENERAL <i>e.g. Supervisory Skills</i>	<ol style="list-style-type: none"> 1. Understanding, commitment and application of customer care and equal opportunities principles and good practice. 2. Be able to assist a team delivering a front-line service. 	
3 SKILLS/ABILITIES SPECIFIC TO THE POST	<ol style="list-style-type: none"> 1. Proven ability to plan and organise your activities 2. Practical ability to identify and respond effectively to changes in priorities. 3. Practical ability and proven evidence working within a team to deliver a project 4. Proven ability on preparation of statistical reports on areas of operation. 5. Ability to use IT systems in relation to post requirements such as hand held devices; PC based engineering software such as CAD. 6. Willingness to undergo training and personal development to meet requirements and development of the role. 	
4 INTERPERSONAL AND SOCIAL SKILLS	<ol style="list-style-type: none"> 1. Proven commitment to providing high quality public services. 2. Ability to focus and deliver targets and to work to agreed standards. 3. Proven ability to be part of a team. 4. Proven effective communication skills in relation to staff and customers. 5. Be able to deal effectively and politely with members of the public. 	

* Given the nature of this job, the postholder will be required to have access to personal transport. A driving licence is highly desirable, but consideration would be given to the postholder making alternative arrangements if these meet the operational requirements of the Service.