

JOB DESCRIPTION	
Job Title:	Technical Administrator, Policy and Regulation
Directorate:	Place and Economy (P&E)
Service:	Highways
Reports to:	Engineer - Policy and Regulation
Grade:	Scale 3/4

JOB PURPOSE

To support, a traffic regulation order service to include all types of TRO as required on the Highway network.

To provide support in the preparation of Highway associated Policy and Strategy.

PRINCIPAL ACCOUNTABILITIES		% Relative Importance
1	<p>Traffic Regulation Orders</p> <ul style="list-style-type: none"> • Support the Policy and Regulation Manager in providing the County Council with a focus for all Traffic Regulation Orders, both making of and records. • Support the making of Traffic Regulation Orders (including Waiting Restrictions, Traffic Management Controls, Speed Limits and Events) as required by Highways and any other Service within ETE. • Provide technical and administrative support in the management and storage of all TRO's and associated documents and plans. • Assist the Events Liaison Officer with the administration of Temporary events applications to ensure events are organised in a safe and appropriate manner, whilst reducing impact on the highway network. • Administer applications for Pavement Licences from premises with tables and chairs on the highway. 	45%
2	<p>Policy and Strategy</p> <ul style="list-style-type: none"> • Support the Policy and Regulation Manager as required with preparing County Council policy and strategy on all matters relating to the Highway network. • Support the preparation of policy and strategy as required associated with LISM and promote within the stakeholder group. 	45%

	<ul style="list-style-type: none"> • Provide technical and administrative support in the management and storage of all policies and associated documents and plans. • 	
3	<p>Partnership Working</p> <ul style="list-style-type: none"> • Be associated with the engagement with key partners such as the District Councils, Department for Transport, Highways Agency, Network Rail, Environment Agency, Local Enterprise Partnership, Community Groups and others as required, to deliver a service that meet the Council's and partners' objectives. 	10%

PERSON SPECIFICATION	
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The following criteria are appropriate for this post. You must meet the essential criteria to be short listed for this post and it would be advantageous if you meet the desirable criteria.

Education, Qualifications & Training

Essential:

- Good general education
- At least 4 GCSEs at Grade C or above, including Maths and English
- Willingness to study towards Incorporated Engineer status

Desirable:

- Educated to A Level Standard or equivalent
- Incorporated Engineer or equivalent

Knowledge and Experience

Essential:

- Computer literacy (this may be tested at interview)

Desirable:

- Experience in use of computer applications e.g. Microsoft Office, E-mail
- Knowledge of Parkmap (a map-linked database of parking and moving vehicle orders)
- Experience in local government practices and procedures including dealing with Members, the public and the media
- Working knowledge of relevant National Standards, Advice Notes and Codes of Practice
- Knowledge of The Traffic Signs Regulations and General Directions 2016, Highways Act 1980, Road Traffic Act 1988, New Roads and Streetworks Act 1991, Traffic Management Act 2004, Road Safety Act 2006

Skills & Attributes

Essential:

- Be able to work enthusiastically as part of a team to deliver a service to the public
- Flexibility of hours of work
- Good communication and interpersonal skills

Desirable:

- Ability to respond to enquiries and complaints from members of the public in an understanding and efficient way
- Ability to work with minimal supervision and to plan and prioritise own workload
- Self reliant and able to use own initiative
- Good organisational skills and a flexible approach in planning workload
- Ability to present ideas clearly through drawings, reports and presentations
- Commitment to public services & local democracy, well-developed customer awareness, and sensitivity in consulting & dealing with the public

Special Requirements

Essential:

- Able and willing to travel around and outside the county on business
- Flexible about hours of work and willing to occasionally work unusual hours when required.

Attributes (referring to CCC Cambridgeshire Behaviours Framework)

The framework describes 'how' you're expected to carry out your work. It fits alongside 'what' you do, as outlined in the job description. It's all about 'how we work'.

Essentially, it's about:

- how we do things
- how we treat others
- how we expect to be treated

There are four Behaviours for every employee, regardless of their role and grade in the organization and the requirements against each for this particular job are as follows:

Working Together

- I establish credibility and work co-operatively with colleagues and customers
- I maintain good practice as well as making future improvements

Integrity

- I make decisions without bias
- I explain clearly to colleagues and customers how these decisions will impact on service delivery

Respect for Others and Public Resources

- I am aware of the positive and negative impact I can and could make on colleagues and customers
- I am considerate when using and working with our resources, and take responsibility for managing them

Excellence

- I plan and anticipate changes in working practice
- I logically identify the best approach in continuing to meet my objectives and deliver excellent outcomes