

Role Title	Senior Engineer Policy (Traffic & Road Safety)
Business Hub	Highways & Infrastructure
Grade	PO4
Purpose To develop, review and implement the Councils Traffic and Road Safety Policy in line with current legislation and best practice to achieve an overall reduction on road traffic casualties and create a safer urban environment.	
<i>Generic Accountabilities</i>	<i>End Results/ Outcomes</i>
To lead on the identification, development and review of council policies in relation to traffic and road safety and on issues from road safety audits for engineering schemes ensuring that these are carried out in accordance with best practice and internal procedures.	The service is delivered to the quality, Council, professional and legislative standards required. Integrated service development and delivery is informed by good practice and legislative requirements. Corporate strategies are effectively implemented within area of responsibility. Service delivers excellent customer service.
To provide expert advice and liaise with other departments of the council and outside bodies such as TfL, London Councils and Developers on developing traffic/road safety policies, programmes and issues and to identify mechanisms for delivery. To represent the department at public meetings, with tenants and residents associations, school governors, traders, and other local and national organisations as required. To investigate and deal with enquiries and complaints from elected members, general public and others, and to respond effectively and efficiently within the set time limits.	Expert professional advice, interpretation, information, support and challenge are provided to Waltham Forest and external parties on issues relating to the Traffic & Road Safety field of expertise Feedback and complaints procedures are developed and managed. Complaints are effectively resolved.
To implement council policy, legislation and code of practice guidance in service areas managed, and to be aware of and implement changes to revised technical standards, advances in technology and policy in accordance with all legislation.	Improvements are developed and delivered effectively. Stakeholder requirements are met.

To supervise work of 1 technician.	Regular supervision is undertaken and clear objectives set and monitored through the Council's Appraisal process.
To prepare reports and give evidence on matters within the scope of the team for presentation at public inquiries, workshops, exhibitions and member committees and working groups and to attend as required, including outside of normal working hours.	Reports are prepared, distributed / presented to the appropriate committee/ and advice given to the required standards and timescales. Evidence based recommendations are made.
Ensure the successful implementation of health and safety legislation, policies and practices.	Risks to staff and others are assessed and managed. Suitable health and safety instruction and training are provided. There is a safe working environment.
To understand and comply with the Council's Equal Opportunities Policy	Equal Opportunities Policy and procedures are complied with.
Act in accordance with all policies and procedures which apply to the job and understand the reasons for this.	All policies and procedures are complied with.
<i>Job Specific Accountabilities: (These accountabilities are service specific linked to the role)</i>	
To provide advice for the development control planners on road safety implications of planning applications consistent with strategic priorities, relevant legislation, including Section 106 agreements and regulations and best practice	Consistent approach towards traffic and road safety policies achieved
To maintain knowledge of new materials, new developments methods of working and the like and, where appropriate, initiate research into innovative procedures	Best practices shared, thereby realising operational efficiencies
To prepare and regularly update programmes, cost estimates and expenditure profiles, monitor expenditure against targets and take action on variances	Transparent, documented and consistent approach towards traffic and road safety policies is maintained
To act as the central point of contact for the London safety Camera partnership on the development and introduction of new safety camera measures within the borough.	Best practices shared, thereby realising operational efficiencies

To be responsible for ensuring that Road Safety Audits are carried out in line with current legislation and best practice and exception reports are produced as required and for updating and maintenance of the Road Safety accident database.	Transparent, documented and consistent approach towards traffic and road safety policies is maintained
To develop an annual review of road safety accidents and analyse and interpret road safety accident records, thus identifying any patterns from specific transport modes including vulnerable road user to inform future LIP's and the road safety strategy. To then develop recommendations of accident reduction solutions within legislative framework and technical guidelines. To undertake accident analysis and other desktop studies to confirm the viability of scheme proposals.	Improvements are developed and delivered effectively. Stakeholder requirements are met.
To be responsible for identifying causes that require an intervention and recommend a programme of road safety schemes in order to reach an overall reduction in road safety accidents with the borough and improve the safety and quality of the Public Realm.	Improvements are developed and delivered effectively. Stakeholder requirements are met.
To carry out research, special projects and other developments as directed and assist in the preparation of reports and correspondence recommending amendments to highway policy.	Transparent, documented and consistent approach towards traffic and road safety policies is maintained
To undertake feasibility and prepare preliminary design sketches/drawings/safety auditing and estimates for of a range of Public Realm schemes;	Improvements are developed and delivered effectively. Stakeholder requirements are met.
To be responsible for comprehensive consultation processes with residents, key stakeholders and elected members to ensure that the aims and objectives of all scheme proposals are	Expert professional advice, interpretation, information, support and challenge are provided to Waltham Forest and external parties on issues relating to the Traffic & Road Safety field of

fully communicated and, where possible, supported and thus allow for the effective and efficient execution of traffic and road safety related improvement schemes including traffic calming, vehicle activated signs, cycling priority measures, control parking schemes and play streets and for subsequent reviews.	expertise Improvements are developed and delivered effectively. Stakeholder requirements are met.
To be responsible for issuing all road safety notices under NRSWA, liaising with emergency services and statutory undertakers for works carried out on the highway.	Joined-up approaches towards service delivery and improved corporate reputation
To design and implement, where necessary, temporary traffic management schemes for the safe and efficient construction of projects. To arrange for appropriate Traffic Management Orders when needed.	Transparent, documented and consistent approach towards traffic and road safety policies is maintained
To provide, in the event of a recharge when undertaking works for a third party, all necessary information with respect to the recovery of the cost of works carried out.	Transparent, documented and consistent approach towards traffic and road safety policies is maintained
To work outside office hours and on-site, in all climate conditions, when service provision demands, including possible lone working.	Service provision remains consistent and relevant to stakeholder needs
To act on behalf of Section Manager when required	Consistency of service provision.

<p>Nature of Contacts</p> <p>Frequent, regular, contact with members, the Chief Executive, Management Board, Directors, Heads of Service and senior representatives from external organisations, dispensing specialist expert advice, guidance and support in each instance.</p> <p>Establish and maintain diplomatic relationships with key stakeholders and delivery partners.</p>
<p>Procedural Context</p> <p>Reports to: Traffic Regulation Manager.</p> <p>Responsible for: Technician x1 – ? Grade?</p>

Key Facts and Figures

Delegated responsibility for financial resources.

Postholder will be expected to work both on-site and in office environment, with occasional evening and weekend work. May include lone working.

Resourcing:

Staff Management

Budgetary responsibilities – None directly

Competency Level: Senior Engineer

Knowledge, Skills and Experience

Good knowledge of relevant legislation, codes of practice, statutory instruments.

Have detailed knowledge and understanding of policy, best practice and legislation relating to traffic management and road casualty reduction.

Knowledge of the responsibilities of the Government Office for London, Mayor's Office, Transport for London and the London Development Agency.

Ability to provide professional guidance to Members, senior management and the section on all matters relating to Road safety policy, traffic calming, Road safety audits and traffic accidents.

Ability to deal with a variety of correspondence and prepare written replies and to produce technical drawings and written reports.

Should possess excellent IT skills including the ability to use Microsoft and bespoke engineering software packages, e.g. AutoCad, and other key software.

Ability to manage staff and work with people at all levels

Ability to work on own initiative and to prioritise workloads against deadlines of self and team.

Should show a commitment to the Council's Equal Opportunities Policy and Acceptance of their responsibility for its practical application.

Be a car owner/driver/valid car driving licence.

Be fit and mobile for site work.

The ability to speak the most common community languages in Waltham Forest other than English would be desirable. These include Turkish, Urdu, Somali, Albanian, Bengali, Hindi and French.

Evidence of previous, relevant experience in the following:

the development and drafting of new policies and best practices in relation to traffic and road safety procedures.

in Development, Design and Implementation of Traffic and Road safety Improvement Schemes / Projects

preparation of written reports and delivery of presentations to convey complex policy issues to the public and elected members in a simple and understandable manner

extensive experience in the assessment, prioritisation and delivery of traffic management and road safety schemes, including various types of traffic surveys.

management/supervisory responsibility.
the requirements and legalities in relation to undertaking road safety audits

Indicative Qualifications

Degree in Highway / Traffic Management or equivalent.
Qualifications in order to undertake road safety audits in line with best practice.
A sound educational background with a proven record of continued professional development.

Good Knowledge of local Government administration and finance. (Desirable)

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed