

## CONTEXT STATEMENT

**Job title:** Officer (Traffic Schemes) x 3

**Directorate:** Communities

**Location:** Area Operations (North) – Kidlington x 2

Area Operations (South) – Drayton x 1

**Reports to:** Principal Officer (Traffic Schemes)

### Introduction

Oxfordshire has a wonderful balance between beautiful Cotswold countryside and quaint villages and towns against the urban dynamic of the world renowned City of Oxford and surrounding market towns. It is a thriving county with one of the fastest growing economies in the country with a rapidly growing science sector and the base for many national and internationally recognised companies and organisations. As a result of this growth, the county has seen significant investment in both large and small infrastructure schemes in the last few years which has required changes to the way the Council works and engages with its residents and businesses.

### Communities

The Communities Directorate consists of approximately 800 staff supporting the County's Highway, Waste, Property, Environment, Strategic Planning and Safety functions with many more people engaged in service delivery through our key supply chain or partner organisations.

The newly formed Communities Directorate plays a key role in delivering the council's vision to have:

- Thriving Communities – *where every community thrives and everyone can play an active part;*
- Thriving People – *where everyone leads safe, healthy lives while people with the greatest need are cared for;*
- Thriving Economy – *which creates jobs and homes for the future.*

To do this we are seeking staff who will “do the best they can for residents” by;

- working together in a supportive and honest way
- striving to find the best solutions
- being open to change and doing things differently.

## **Infrastructure Delivery Service**

The services we deliver to residents and businesses of Oxfordshire include:

- Highways maintenance (including winter maintenance).
- Highway records.
- Highway improvements and construction.
- Flood risk management.
- Road space management (including traffic control centre).
- Waste management.
- Parking services.
- Countryside management including two National Trails.

## **Location**

Staff will be based at a number of locations within the County. These include:

- County Hall – Oxford.
- Speedwell House – Oxford.
- Southern Highways Depot – Drayton.
- Northern Highways Office – Ron Groves House, Kidlington.
- Northern Highways Depot – Deddington.

The successful applicant will be based in one of these locations but will be expected to provide support at other locations as required.

## **Area Operations**

The Area Operations service consists of three teams – North, South and Hub. This newly created service and associated teams are responsible for the delivery of all local highway maintenance activity from grass cutting, to pothole filling, to gully emptying, as well as road safety, incident response, management of countryside access and delivery of minor improvement schemes.

The teams are the first point of contact for the community regarding local highway issues and concerns, as well as enabling and supporting communities with their own initiatives and direct delivery.

## **Officer (Traffic Schemes)**

The post holder will support the Technical Officer in the delivery of a high-quality maintenance and traffic management service.

This context statement is designed to be considered in conjunction with the generic role profile for the Officer role. The key duties and desirable selection criteria related to the 'Traffic Schemes' specialism not contained within the generic role profile are listed below:

## Key duties

- Investigate complaints and enquires relating to all aspects of highways and traffic management.
- Contact with all levels of the political structure, from County Councillors to Parish Councils where you will need to be diplomatic and politically aware, and be sympathetic to their requests, particularly if your response is negative.

### Provide support with the following:

- Review and design solutions to significant local traffic problems, including parking and speed limit issues. Undertake informal consultations, attend site meetings with stakeholders, and prepare and present reports to committees.
- Delivery of traffic schemes (up to £1m in value).
- Traffic sign design for County schemes and third parties.
- Undertake Road Safety Audits across the Service as part of an audit team.
- Identify and develop traffic sign and road marking maintenance and improvement needs on County roads.
- Prepare work details, specifications, bills of quantities, contract documents, and orders for highway works.
- Implementation of new, and the maintenance of existing bus stop infrastructure.
- The implementation of emergency / winter work and plans.

## Desirable selection criteria

- Ability to carry out computer aided design using AutoCAD, KeySIGN, KeyPOST, KeyLINES, and Autotrack software.
- Knowledge of the Traffic Signs Regulations and General Directions.
- Knowledge of the Traffic Signs Manuals.
- Knowledge of Traffic Regulation Order procedures.
- Knowledge of statutory notice processes.
- Knowledge of traffic sign design.

- Knowledge of implementing traffic signs and road markings in accordance with traffic sign regulations.
- Knowledge of construction materials, design and construction techniques and the procurement of specialist highway services.
- Awareness of current CDM regulations, not just on Delivery of schemes but as part of the design process.

January 2019.