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| Role Title | Senior Engineer Policy (Traffic & Parking) |
| Business Hub | Highways & Infrastructure |
| Grade | PO4 |
| Purpose To develop, review and implement the Councils Traffic and Parking Policy in line with current legislation and best practice to manage parking across the borough. | |
| <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 Parking 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 parking 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 Parking 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. |

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| To supervise work of an Engineer, an Assistant Engineer, a Technician and an Assistant 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 traffic and parking implications of planning applications consistent with strategic priorities, relevant legislation, including Section 106 agreements and regulations and best practice | Consistent approach towards traffic and parking 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 parking policies is maintained |
| To carry out research, special projects and other developments as directed and assist in the preparation of reports and correspondence recommending | Transparent, documented and consistent approach towards traffic and road parking policies is maintained |

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| amendments to highway policy. | |
| To undertake feasibility and prepare preliminary design sketches/drawings 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 fully communicated and, where possible, supported and thus allow for the effective and efficient execution of traffic and parking related improvement schemes including traffic calming, vehicle activated signs, cycling priority measures, control parking schemes and play streets and for subsequent reviews. | Expert professional advice, interpretation, information, support and challenge are provided to Waltham Forest and external parties on issues relating to the Traffic & Parking field of 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 parking 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 parking 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. |

Nature of Contacts

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.

Establish and maintain diplomatic relationships with key stakeholders and delivery partners.

Procedural Context

Reports to: Traffic Regulation Manager.

Responsible for: Engineer x1
 Assistant Engineer x1
 Technician x1
 Assistant Technician x1

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 traffic and parking.

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 parking procedures.

in Development, Design and Implementation of Traffic and Parking 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 parking schemes, including various types of traffic surveys.

management/supervisory responsibility.

Indicative Qualifications

Degree in Highway / Traffic Management or equivalent.

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