

## Job Description and Person Specification

<b>Job title:</b>	Speed Management Technician
<b>Directorate:</b>	Environment
<b>Service:</b>	Transport and Countryside
<b>Team:</b>	Traffic Services
<b>Post number:</b>	02087
<b>Salary grade:</b>	E/F
<b>Work location:</b>	Market Street Council Offices
<b>Reports to:</b>	Senior Road Safety Officer
<b>Supervises:</b>	None

### Job Purpose

To contribute to the delivery of Transport and Countryside services in West Berkshire, and in particular speed data surveys as part of the Speed Intervention Programme.

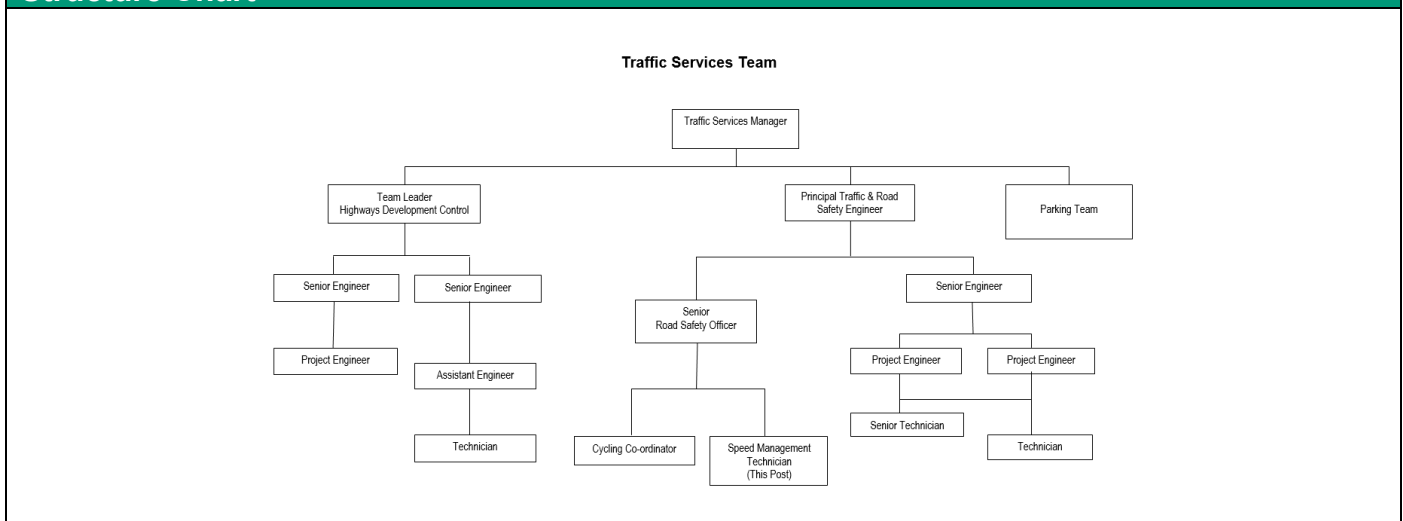
To provide support to the Highways teams in the efficient resolution of all enquiries, complaints relating to speeding issues across the district, operating or deploying the following equipment:

- (a) Black Cat data recorders;
- (b) Community Speed Watch (CSW) programme;
- (c) support the loaning of Speed Indicator Device (SID) equipment to Parish & Town Councils;
- (d) Vehicle Activated signs (VAS);
- (e) Temporary Posters

To provide specialist support within the Traffic and Road Safety team and promote and progress the work of Road Safety.

The role requires a significant interaction with the public as well as other partners including Thames Valley Police, Parish & Town councilors and Elected Members.

### Structure Chart



## Main Duties and Responsibilities

### Reporting to the Senior Road Safety Officer

- Develop and organise a prioritised programme of sites to ensure the effective implementation of West Berkshire Council's Speed Intervention Programme (SIP).
- Undertake assessments at data collection sites to determine their suitability to include: researching accident history, undertaking site Risk Assessments, and reviewing signing provision.
- Liaise with Thames Valley Police, elected Members and Parish Councils.
- Maintain a knowledge of current Government targets for casualty reduction and West Berkshire's objectives for meeting those targets.
- Respond to enquiries/concerns from MP's, Councillors, organisations and members of the public.
- Analysis of recorded data and proactive implementation of the council's SIP.
- Maintain records of surveys undertaken including equipment site coordinates and visual record (photographs of sited equipment).
- Organise the loaning of the Speed Indicator devices (SID) to Parish and Town councillors or their representatives.
- Training and supervision of other users of the SID equipment to ensure that it is used correctly and in accordance with the Council's guidelines.
- Provide support to internal officers and external partners in delivering the Council's Road Safety Strategy.
- Participate in annual speed limit review, collect data, produce reports, film sites and assist Principal Engineer to prepare and undertake review.
- Promote equality as an integral part of the role, treating everyone with fairness and dignity.
- Comply with WBC health and safety policies, procedures and rules, taking reasonable care of self and others.
- Adhere to the standards set out in the WBC competency framework.

## Scope (impact on/control of resources, people, money etc)

### Assisting as part of the Traffic and Road Safety team in:

- Completion of annual Traffic Management & Road Safety Programme.
- Maintaining correspondence performance to 90% within 10 working days.
- Contributing to the council's casualty reduction targets in accordance with West Berkshire's Road Safety Strategy.

### On average the post will complete the following number of speed surveys per annum:

- Speed Data Recorder (Black Cats) – approx. 150
- Community Speed Watch – approx. 40 deployments (approx. 1 per week)

Other speed related equipment that will need to be deployed include Vehicle Activated Signs, Temporary Posters and Speed Indicator devices will be as required.

<b>Person Specification</b>	
<b>Qualifications</b>	<b>Essential/ Desirable</b>
Educated to ONC Level or compensatory experience – Grade E	Essential
Educated to HNC Level or complementary experience – Grade F	Essential
Highways / Road Safety Background	Desirable
<b>Experience</b>	
Experience in dealing with road traffic issues	Desirable
Experience of working in partnership	Desirable
Experience of driving a range of vehicles	Desirable
Experience in the use of data collection technology like Black Cat, Speed Indicator devices or Vehicle activated signs	Desirable
<b>Knowledge and understanding</b>	
Understanding of work related Health and Safety/Risk Assessment requirements	Essential
Understanding of the local government environment	Desirable
Understanding of road traffic law	Desirable
<b>Skills and abilities</b>	
Ability to use Outlook, and a web browser to access information	Essential
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)	Essential
Ability to communicate effectively with a wide range of people, verbally and in writing	Essential
<b>Work-related personal qualities</b>	
Ability to prioritise and manage a varied workload	Essential
A friendly and approachable manner with customers and partners	Essential
A degree of lifting will be required	Essential
Committed to customer care	Essential
Able to recommend improvements to service provision	Desirable
<b>Other work-related requirements</b>	
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfill all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post	Essential
Enhanced DBS check with relevant barred list/s	No
Is this post politically restricted?	No
Ability to work occasional evenings/ weekends to attend Council or Road Safety related meetings/ events.	Essential
Full, driving Licence.	Essential
Provision of vehicle to carry out duties	Essential
Able to work with limited supervision	Essential