

# Job Profile

Position Details	
Post	Traffic Order Maker
Service Area	Highways and Traffic
Reports to	Team Manager Parking Schemes
Grade	PO4
Job Family	

Role Purpose
The post holder will assist in the management of the legal traffic order making process in support of all temporary, experimental, and permanent restrictions to the Council's highway network.
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Main Responsibilities
<ol style="list-style-type: none"> <li>1. To be responsible for the drafting and processing of all temporary, experimental, and permanent legal orders relating to traffic management.</li> <li>2. To be directly responsible for the development and maintenance of procedures to ensure that all such orders comply with legal requirements and can withstand challenge and close scrutiny.</li> <li>3. To set up and maintain progress report files on all orders and notices being processed, and index of made orders, statutory instruments etc.</li> <li>4. To provide professional advice in the reporting of the outcome to statutory and public consultation and in response to specific objections</li> <li>5. To investigate and reply to enquiries concerning the traffic order process, including from Members, MP's and the public</li> <li>6. To undertake site investigations to clarify traffic measures required ensuring existing and proposed measures are compatible. Making recommendations to engineers where conflicting measures are identified.</li> <li>7. To provide legal order services to the Greater London Authority as required, checking the legality of documentation and parity with plans submitted on side roads, amending existing schemes as necessary to compliment GLA proposals.</li> <li>8. To provide statistics to the GLA and other departments of the council on parking, types of bays, and lengths of restrictions etc., numbers of Orders made. Provide schedules of Controlled Parking Zones for on-street operatives.</li> </ol>

9. To recommend appropriate signing and carriageway markings to compliment or reflect Traffic Management Orders in accordance with Traffic Signs Regulations and General Directions 1994.
10. To exercise financial control of expenditure and income recovery in respect of all commissions relating to the traffic order making process.
11. To keep abreast of related traffic management policy, technical guidelines and legal advisory literature and resulting impact on the traffic order making process and ensure Council order making procedures reflect any such impacts.

Generic Responsibilities
<ol style="list-style-type: none"> <li>1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.</li> <li>2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.</li> <li>3. Knowledge and experience of using IT, including ParkMap and CONFIRM.</li> <li>4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.</li> </ol>

Knowledge, Qualifications, Skills and Experience	Essential
<p><b>Your knowledge will include:</b></p> <ol style="list-style-type: none"> <li>1. A comprehensive knowledge and application of traffic order making within a local authority</li> <li>2. Detailed knowledge of all relevant legislative, technical, and operational aspects of the traffic order making process</li> <li>3. Detailed knowledge of the consultation and publication requirements for the introduction or amendment of traffic management orders.</li> <li>4. Dealing with the legal objections to proposed schemes</li> <li>5. A thorough understanding of relevant legislation and statutory duties example the Traffic Management Act, Highways Act</li> <li>6. Identification and implementation of best practice in the traffic order making process</li> <li>7. Methods of customer care and consultation on complex traffic management issues</li> <li>8. The working of local government including the political context and current pressures and developments.</li> </ol>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

