

Job Description

Job Titles:	Graduate Engineer: Traffic
Directorate:	Place
Section:	Highway & Engineering Services
Responsible to:	Traffic Manager
Responsible for:	N/A
Grade	Level 8



Key Duties / Responsibilities

To assist with and contribute to:

- The delivery of Network Management Duties under Section 16 of the Traffic Management Act 2004.
- The investigation, assessment, development and implementation of a wide range of traffic management schemes
- The monitoring of traffic conditions on the highway network and identify causes of congestion and related safety and environmental problems.
- The design, project management and implementation of small highway improvement schemes
- Identifying modern, innovative and practical solutions to engineering problems, with a focus on sustainability and whole life costs.
- The development and monitoring of project programmes & costs as required.

To work on multi-disciplinary projects, and contribute towards the effective planning, co-ordination, project management and communication aspects of project delivery.

To carry out site inspections in order to determine solutions and to liaise and/or attend meetings with a range of third parties in relation to the activities of the team.

To deliver an effective customer focused service and to work with customers and service users to improve service delivery.

To develop:

- Technical proficiency in the industry standard software programmes including Signplot, ParkMap, and AutoCAD.
- A detailed awareness and understanding of relevant Health and Safety legislation, guidance and safe working practices.
- A professional qualification via a Continuing Professional Development programme.

To ensure that effective communication is provided to the customer, partners and stakeholders associated with the work the team carries out.

To advise more senior officers as appropriate and when required on any issue, either operational or strategic associated which might give rise to media attention and/or external security.

Person Specification



Job Title: Graduate Engineer: Traffic
Directorate: Place
Section: Highway Engineering Services

Minimum Essential Requirements - Evidenced by: **a:** application form **b:** test **c:** interview

	a	b	c
Possess a Masters or Bachelor's Degree in a relevant discipline	✓		✓
Possess substantial knowledge of relevant IT packages including Microsoft Office, and the use of AutoCad	✓		✓
Excellent verbal and written communication skills	✓		✓
Strong numerical skills	✓		✓
The aptitude to work both as part of a team and on your own initiative and be proactive	✓		✓
Demonstrate a creative approach to problem solving.	✓	✓	✓
Excellent planning and organisational skills in your approach to work including meeting deadlines.	✓		✓
Enthusiasm for a career in highways and traffic engineering, underpinned through a general knowledge and understanding of this sector and work.	✓		✓
Ambition, vision and enthusiasm, and the drive to develop your technical knowledge to eventually achieve appropriate status with the Engineering Council	✓		✓
Demonstrate a willingness to work unsociable hours that may be necessary to meet exceptional requirements of the work.	✓		✓



Conditions of Service

Job Title:	Graduate Engineer Traffic
Directorate:	Place, Growth and Prosperity
Section:	Highways
Grade:	Level 8
Salary:	£26,317- £28,785

Duration: This is a permanent post

Working Hours: The normal standard working arrangements will be based on a 37 hour week, working over five days between normal office hours. However, there may be flexibility in these arrangements. For more information please refer to the Flexible Working Policy.

Annual Leave Entitlement: You will be entitled to 27 days annual leave rising to 32 days after five years continuous service and eight public / bank holidays. The above entitlement will be calculated pro rata depending upon hours of work

Sickness Absence: This will be paid at basic levels. This means that any enhancements normally received for shift work, weekend working and so on will not be paid on days when you are absent from work due to sickness

Pension Provisions: For occupational pension purposes you will have the choice of:-
a. Joining or continuing in the Local Government Pension Scheme.
b. Arranging your own personal pension provision approved by the Inland Revenue.

Business Mileage: If you have to use your own vehicle on council business please ensure that you are insured to do so then the appropriate allowance is payable as per the national scheme.

Notice Period: Your notice period will be dependent upon the grade of the post and your continuous service.

Probation Period: New entrants to local Government service are subject to a probationary period of six months during which you are expected to establish your suitability to the post.

Equal Opportunities Monitoring: New entrants must provide details of ethnicity and disability for the starter forms to enable the city council to monitor its progress towards being an equal opportunities employer.

Medical Examination: Your employment is subject to the council's medical adviser giving medical clearance. Initially, this will take the form of a medical questionnaire.

Asylum and Immigration: According to the Immigration, Asylum, Nationality Act 2006 you must (if appointed) provide proof of current and valid permission to be in the United Kingdom, and valid permission to do the type of work offered.

Your continuing employment is subject to you having leave to remain and work in the United Kingdom by having a valid work permit. Should your work permit fail to be renewed at a future date, the authority would have to terminate your contract with immediate effect.

Trade Unions: As your employer, we support the system of collective bargaining in every way and believe in the principal of solving industrial relations problems by discussion and agreement. For practical purposes, this can only be conducted by representatives of the employers and of the employees. If collective bargaining of this kind is to continue and improve for the benefit of both, it is essential that the employee's organisations should be fully representative. Therefore, it is recommended that employees become a member of a trade union represented on the relevant national joint council.

A full list of the trade unions appropriate to the type and nature of employment is available from HR.

Other Conditions of Service: Any other conditions of service are as per the Scheme of Conditions of the National Joint Council for Local Government Services as amended by decisions, rules and regulations of the City Council.