

JOB DESCRIPTION

Job Title: Road Safety Engineering Manager

Directorate & Section/Unit: Economy & Infrastructure, Traffic Management Service

Reporting to: Head of Traffic Management

**Management responsibility for (Level 1 Manager and above): Principal Road Safety Engineers
Intelligence Officer (accident studies)**

Please do not change the following information unless a grading or DMA review has been undertaken.

WCC Management Level: 1

Number of Direct Reports: 3

Our People Values:

To uphold and act in accordance with Worcestershire County Council's values;

- **Customer Focus** – Ensure delivery of a high quality service which meet the needs of customers.
- **Can Do Culture** – Be proactive to achieve excellence, finding solutions and creative ways of working.
- **Freedom within Boundaries** - Make constructive change through cohesive decision making, ensuring services are responsive.

Purpose of job:

To manage the highway road safety engineering function to minimise road traffic accidents on the county's roads and meet our statutory duties as set out in the Road Traffic Act s39.

Main Activities & Responsibilities:

- To oversee and manage all road safety audits stages I, II, III and IV for WCC highway improvement schemes and examine third party audits, including those for development proposals to ensure that they meet the criteria set out in HD 19/15 and all highway safety issues have been noted/addressed. Provide advice across the organisation on Road Safety Audit requirements and procedure
- To manage the road traffic accident investigation process and develop the road safety engineering programme and input to the maintenance programme including providing evidence for funding bids and evaluation reports.
- To undertake the investigation of all fatal accidents in conjunction with Police representatives and others when necessary. Make recommendations, prepare detailed reports for Asset Manager and Maintenance group. Liaise directly with Elected Members.
- To undertake research and feasibility studies into accident remedial schemes, prepare briefs, as necessary, for colleagues and consultants to undertake the detailed design and construction of such schemes.
- Provide expert guidance on all matters relating to road safety and road traffic accident reduction, including costs, effectiveness, applicability and relevant legislation.
- To establish contacts with appropriate representatives both internal and external to draw on expertise and develop working partnerships.
- To maintain and develop the established close liaison and co-operation with officers of the West Mercia constabulary in the furtherance of accident investigation, prevention and research.
- To prepare reports and evidence for public injuries and to attend such meetings as a representative of the Authority as required.
- To ensure that all surveys and other works undertaken by supervised staff are carried out within Health and Safety legislation.
- To draft technical reports for Members and Chief Officers

- To manage, coach, develop and direct the work of staff within the team, including performance, sickness, recruitment and commissioning of consultancy support
- To manage assigned budgets, including monthly forecasts, monitoring, and control
- To prepare monthly performance reports on the team's Key Performance Indicators including plans of action to address underperformance.
- To contribute to and develop strategic partnerships and groups including the Safer Roads Partnership and Midlands Service Improvement Groups for casualty reduction, traffic data and monitoring and traffic signals, National ITS groups.
- To ensure quality customer service is provided at all times, including responding to letters, complaints, Members and appeals.
- To continue to develop and modernise service provision and to seek to refine processes and eliminate waste for maximum efficiency.
- To keep abreast of relevant legislation changes and developments
- To write policies, strategies and reports for committee, or for use in legal proceedings or other requirements, and to represent the director of Environmental Services in legal matters
- To maintain and update all publications, websites and other information available to the public on a regular basis.
- To ensure that all relevant policies and strategies comply with legislation and with the County Council's Equality and Diversity Policy, including ensuring the Equality Impact Assessments are regularly updated.

General Duties:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Directorate's Health and Safety Policy.
- To participate in the Council's emergency response arrangements as directed by the designated officer.
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
- To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equality and Diversity Policy

Contacts:

In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Elected Members, Directors, Heads of Service, Senior Managers, Management Teams, Managers & Staff across all directorates, Project Staff.

External: District & County Councils, Government Agencies & Departments, Developers, Consultants, West Mercia Safer Roads Partnership, Police, Fire, Suppliers, Contractors, Service providers, Statutory and Voluntary Organisations, service users, clients, customers, members of the public

Notes:

- This post is subject to a criminal record check under the arrangements established by the Criminal Records Bureau.

- The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- Reasonable adjustments will be considered as required by the Disability Discrimination Act.
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equal Opportunities Policy.

PERSON SPECIFICATION

Post Title: Road Safety Engineering Manager

Directorate/Division: DE&I

Scale / Grade: PO4

EXPERIENCE

- Substantial experience in managing the storage, processing, correlation, linking and sharing of very large and complex data sets
- Substantial experience of managing capital and revenue budgets
- Substantial experience in the preparation of project briefs and project management
- Substantial experience of writing and awarding of contracts and managing the performance of such contracts
- Substantial experience of the supervision of consultants, suppliers and contractors
- Substantial experience in managing highway engineering teams
- Substantial experience in developing working partnerships and setting out partnership agreements and protocols with external organisations
- Substantial experience in carrying out risk assessments
- Significant experience in the preparation of bills of quantity
- Significant experience of the supervision of consultants and contractors
- Significant experience of consultation with the public and interested organisations
- Considerable experience of presenting at public meetings consultations and exhibitions.

KNOWLEDGE, SKILLS AND ABILITIES:

- Expert Knowledge of the design and specification requirements for highway improvements schemes
- Expert Knowledge of the Construction (Design and Management) Regulations and any other legislation appropriate to the job.
- Expert level knowledge of Highways legislation and practice
- Expert knowledge in Privacy and Data Protection legislation
- Excellent oral and written communication skills, including preparing and giving presentations;
- Excellent management skills to lead and develop a team of people with high levels of specialist technical abilities working over a wide range of different disciplines.
- Excellent planning and organisational skills
- Excellent computer literacy including ability to understand and develop algorithms for managing the collation and analysis of data across many large complex databases
- Persuasive, tactful yet firm negotiation and influencing skills
- The ability to plan, design, implement and co-ordinate complex schemes, with appropriate internal controls

- The ability to manage, analyse and interpret large and complex data sets
- The ability to understand, interpret, draft and write complex technical reports to a standard for presentation to senior managers including those of partner organisations and to elected Members
- The ability to travel extensively and at short notice in the course of work
- Willingness to work occasionally outside normal office hours

QUALIFICATIONS/TRAINING/DEVELOPMENT

It is **essential** that the postholder has:

- A level 6 qualification in a relevant subject, **or** equivalent professional competencies.
- Management or Project Management qualifications, or equivalent competencies
- Evidence of Continuous CPD
- A full UK driving licence

It is **desirable** that the postholder has:

- Membership of the Society of Road Safety Auditors and Register of Road Safety Auditors
- Professional Accreditation status as a lead Road Safety Auditor in accordance with Highways England standards
- IT qualifications, eg European Computer Driving Licence
- Chartered Engineer status

Date: Jun 2024