



Traffic Regulation Order Delivery Lead

Salary: Band 12 £50,787 - £54,999 per annum

Hours: 37 hours per week

Contract: Fixed term for 2 years

Job Profile

An exciting opportunity has come up for you to lead and shape Portsmouth's Traffic Regulation Orders. As the Traffic Regulation Order Lead, you will manage a small team responsible for the provision of all the council's permanent and experimental Traffic Regulation Orders (TROs) and Speed Limit Orders (SLOs).

You will also lead on the digitalisation strategy for the council's TRO function, as well as process development to support wider transport statutory functions and scheme delivery. You will be a key member of the Transport Delivery Team, with oversight of the TRO work programme and prioritisation, linking into wider transport scheme design and programme delivery.

You will support the team to engage and consult with members, community groups, residents and other stakeholders on parking and transport planning issues addressing varied and complex queries/issues raised. In addition, you will input into new parking and traffic schemes in particular with regard to appropriate signage.

What is the role?

You will sit within the Transport Delivery Team, reporting to the Transport Delivery Manager and be responsible for:

- Programme Management:
 - the prioritisation and timely delivery of the TRO work programme, enabling and supporting the TRO Lead to manage the technical delivery
 - Act as Senior User for the delivery of the DTRO programme, ensuring we meet statutory requirements and government milestones for implementation
 - Act as Senior User for the delivery of the Moving Traffic Offences project, providing guidance to the project manager and facilitating the implementation of appropriate and effective governance.
 - Responsible for accurate reporting to the Transport Delivery Sponsor Group, managing risks and issues and escalating as appropriate to the Transport Delivery Manager.

- Ongoing liaison with Programme Managers for strategic, externally funded programmes to ensure the TRO requirements are met to time and cost
- Finance
 - Own and proactively manage the TRO budget,
 - Accountable for delivering a TRO charge-out business model and income generation
- Resource Planning
 - line management of the TRO technical lead, leading a small team through a period of change
 - resource planning to deliver against business need, including the procurement of external resources
 - Undertake an HR review of TRO team to improve recruitment and retention and business continuity:
 - Job profile review
 - Local Authority benchmarking
 - Career grading and progression competencies
 - Skills and training framework
 - Creating the case for Apprenticeships and/or Technical Assistants.
- Ensure the timely processing and development of TROs and SLOs with accuracy and awareness of legal requirements/process
- Liaise with Senior Officers and Elected Members routinely on behalf of the TRO team.
- Lead the development of key processes and business as usual functions, working collaboratively across wider teams to prioritise and manage expectations.
- Presentation and development of briefing notes and reports for relevant Committee Meetings and external meetings
- Work closely and liaise with partner organisation's, residents and other stakeholders where required
- Support the TRO team to input into the development and design of highway schemes particularly with regards to signage and technical requirements

- Cultivate your own networks across the council and wider industry with the aim of delivering appropriate parking solutions in Portsmouth
- Be part of the management team within the Transport Delivery Team
- Performing any other duties consistent with the nature and grade of the role as agreed with the line manager.

Experience

- Relevant degree level education OR demonstrable equivalent professional experience is essential;
- Demonstrable experience of people and work programme management in a local government setting.
- Good working knowledge of permanent and experimental TROs and SLOs for complicated projects like resident parking schemes, restricting vehicular traffic and banning loading.
- Well-developed programme delivery skills, including skills for coordination, liaison and the ability to plan and monitor programmes of work in order to achieve major projects on time and within budget;
- Communicates messages (which may be complicated or sensitive) clearly, concisely and at a level appropriate to the audience, who may not be specialists in residents' parking or TROs;
- Has the proven ability to represent the service with direction at highly challenging internal/ external meetings, with integrity and confidence;
- Ability to lead, motivate and develop a small team
- Demonstrates high levels of verbal communication and reasoning, putting forward persuasive and compelling arguments;
- Excellent writing skills including the ability to write clear, basic and appropriate information for reports, articles and briefing papers including technical and Cabinet reports where necessary;
- Experience of dealing with financial and budget management;
- Able to demonstrate higher level thinking skills, in order to think through issues, make connections and establish solutions which draw on the bigger picture view of transport;
- Able to make connections between disparate issues, and creatively combine solutions to solve multiple problems;



- Able to work independently and proactively, along with the ability to prioritise. Able to make decisions and think through complex and conflicting issues. Able to manage competing priorities;
- Able to build credible working relationships, build rapport and negotiate with and influence others. Able to develop positive partnership ways of working, with a range of stakeholders;
- An excellent working knowledge of Microsoft applications and general IT skills.

Additional Information

How to apply: Please upload a cover letter detailing your relevant experience and any transferable skills covering the points in the Experience section. **PLEASE DO NOT JUST SUBMIT A CV.**

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.