



Job description	
Job title	Traffic Regulation Order Technician
Grade	F (SCP 12-17)
Directorate	Regeneration and Economic Development
Section/team	Highways and Capital Delivery – Network and Operations (Network Management)
Accountable to	Principal Engineer – Network Management
Responsible for	N/A
Date reviewed	January 24

Purpose of the Job

The Highways and Capital Delivery Service sits within the Development and Infrastructure arm of Regeneration and Economic Development leading on all Highways related matters for the Council. The team is also a key mechanism for the delivery of infrastructure projects related to highways as part of the Major Development and Investment Programme.

The Traffic Regulation Order Technician role forms part of the Network Management team and is responsible for the processing of Temporary Traffic Regulation Orders (TTRO's), Temporary Traffic Regulation Notices (TTRN's) and Traffic Regulation Orders (TROs) for the borough. This position plays a significant role in ensuring the day-to-day operations of the Network Management team are carried out in an effective and efficient manner and will mainly involve processing TTRO and TTRN requests and managing the associated process.

The role requires the ability to assess and process requests for TTRO/TTRNs and prioritise these as appropriate. The role will provide support to a team of engineers responsible for managing the highway network and will also have cross departmental collaboration with our internal Streetworks Team with regards to ensuring efficient processing of TTRO/N's. In addition, the role will provide support to the wider team regarding involving the processing of permanent and/or experimental TROs across the borough including, but not limited to, the introduction of parking management schemes, including permit parking restrictions, off-street carpark controls and moving traffic orders. Another facet of this post is to provide technical support on traffic and network management issues to the Network Management Team. The post is a full-time position (36 hours per week). You will need to work on a hybrid basis including both home and office working, based in Huyton Campus.



Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

- 1) To undertake the processing of Temporary Traffic Regulation Orders (TTRO's) and Temporary Traffic Regulation Notices (TTRN's)
- 2) Liaise with various external stakeholders and partners. Cross departmental working with our Streetworks Team and other stakeholders as necessary to ensure optimum management of temporary road closure requests.
- 3) Liaise with Councillors across the borough in relation to temporary road closures.
- 4) Keep folders up to date.
- 5) Assist in maintaining financial monitoring systems ensuring they are kept up to date.
- 6) To deal with enquiries from various sources and assist with the investigation of requests for traffic regulation measures, raised by elected members and the general public to address parking and other traffic management issues.
- 7) To maintain a register of requests for traffic regulation measures, and assist in processing, advertising, and responding to them in accordance with Council policies, procedures, and relevant legal requirements.
- 8) To maintain accurate records of existing traffic regulation orders, including associated legal and technical requirements, updating the Council's map-based inventory of parking, and moving traffic regulations as required.
- 9) To assist with the preparation of technical drawings and legal documentation associated with the introduction of traffic regulation orders in accordance with national and local policies and procedures.
- 10) To attend appropriate meetings and forums and provide information and advice on relevant traffic management matters relating to the work of the team.
- 11) To assist with the preparation of reports, including to Cabinet Member meetings in response to requests for traffic regulation measures.
- 12) To support and assist the team in the delivery of the functions and services provided by the Highways Network and Operations Group and



the broader Highways and Capital Delivery Service as and when required.

- 13) To work flexibly as a member of the Highways and Capital Delivery Service to ensure that the aims and objectives of the service are met, and a high standard of service delivery is maintained.
- 14) To observe the Council's strategies and policies for equal opportunities and diversity.
- 15) To always comply with the requirement of health and safety legislation and Council policy, taking appropriate action where necessary.
- 16) To undertake other duties as may reasonably be required, which are consistent with the role and level of responsibility of the post.

Health and Safety

- To ensure suitable and sufficient risk assessments are carried out considering employee's capabilities.
- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals in danger.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.