

Kent County Council

Job Description: *Temporary Traffic Regulation Order (TTRO) Coordinator*

Directorate:	Growth, Environment and Transport
Unit/Section:	Highways, Transportation and Waste – Highway Operations - Streetworks
Location:	Aylesford Highway Depot, Aylesford
Grade:	KR8
Responsible to:	Streetworks Manager

Purpose of the Job:

Ensure all temporary traffic orders made under Temporary Traffic Regulation Order legislation are processed effectively, the use of road closures is maximized, appropriate permits are obtained, and all stakeholders are informed.

To provide a high level of customer care and continuous improvement for Kent County Council

Main duties and responsibilities:

- Co-ordinate and plan the availability of the highway for use by others (including KCC and utilities) by receiving, processing and determining applications for Temporary Traffic Regulation Orders, including checking that diversion routes and all traffic management proposals have been agreed with the Streetworks Coordinator.
- Liaise with stakeholders and other interested parties as required to ensure optimum use of temporary closures of the highway, ensuring, a high standard of roadworks, traffic management and safety.
- Maintain and develop effective relationships with Parish Councils, Members and other Council staff, external organisations, contractors and members of the public, etc.
- Ensure TTROs process is kept up to date with legislation requirements.
- Process data for co-ordination and processing TTRO's using appropriate IT systems to ensure compliance with legal requirements. Ensure provision of TTRO co-ordination information for meetings and stakeholders.
- Managing workload and conducting enquires to ensure that all timeframes are met within the legal process and advertising of the document.

- Advise and direct Streetworks Inspectors and Coordinators to assist with the effective use of road closures.
- Deal with incoming customer enquiries ensuring adherence to KCC customer service standards.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Temporary Traffic Regulation Order (TTRO) Coordinator*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	Good general education to GCSE or equivalent level, including passes at C grade or higher in Maths and English
EXPERIENCE	Local government or highways environment with a legislative background and familiar with highway legislation Experience of Mayrise or similar NRSWA software.
SKILLS AND ABILITIES	Computer literate. Able to use MS office and other typical general office packages. Also, specialist software packages (i.e. MAYRISE, WAMS.) Able to communicate effectively, both verbally and in writing, at all levels with internal and external stakeholders and members of the public. Ability to use and interpret spatial data (maps and drawings). Excellent attention to detail. Demonstrate skills in managing information and communicating with others. Good teamwork skills. Ability to travel.
KNOWLEDGE	Relevant knowledge of NRSWA, Traffic Management Act, Road Traffic Act and Highways Act legislation as they relate to role.
KENT VALUES AND CULTURAL ATTRIBUTES	Kent Values: <ul style="list-style-type: none">• We are brave. We do the right thing, we accept and offer challenge• We are curious to innovate and improve• We are compassionate, understanding and respectful to all• We are strong together by sharing knowledge• We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>