

## Kent County Council

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

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

### **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.
- 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.
- 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.

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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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	Good general education to GCSE or equivalent level, including passes at C grade or higher in Maths and English
<b>EXPERIENCE</b>	Local government or highways environment with a legislative background and familiar with highway legislation Experience of Mayrise or similar NRSWA software.
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Computer literate. Able to use MS office and other typical general office packages. Also, specialist software packages (i.e. MAYRISE, WAMS.)</li> <li>• Able to communicate effectively, both verbally and in writing, at all levels with internal and external stakeholders and members of the public.</li> <li>• Ability to use and interpret spatial data (maps and drawings).</li> <li>• Excellent attention to detail.</li> <li>• Demonstrate skills in managing information and communicating with others.</li> <li>• Good teamwork skills.</li> <li>• Ability to travel.</li> </ul>
<b>KNOWLEDGE</b>	Relevant knowledge of NRSWA, Traffic Management Act, Road Traffic Act and Highways Act legislation as they relate to role.
<b>COMPETENCIES</b>  The post holder will be expected to display all the Kent Competencies but listed here are several key competencies for this role.	<b>People and Partnerships</b> <ul style="list-style-type: none"> <li>• Good communication (ask questions, listen, act and feedback).</li> <li>• Good customer care (be customer focused, approachable to partners, public and staff).</li> <li>• Teamwork and cooperation (with partners, colleagues to achieve common goals).</li> </ul> <b>Outcomes and Delivery</b> <ul style="list-style-type: none"> <li>• Have a 'can-do' approach (be clear, share knowledge, look for opportunities, prioritise and deliver).</li> </ul> <b>Character and Courage</b> <ul style="list-style-type: none"> <li>• Self-confidence</li> </ul>

<b>BEHAVIOURS AND KENT VALUES</b>	<b>Kent Values:</b> <ul style="list-style-type: none"><li>• We are brave. We do the right thing, we accept and offer challenge</li><li>• We are curious to innovate and improve</li><li>• We are compassionate, understanding and respectful to all</li><li>• We are strong together by sharing knowledge</li><li>• We are all responsible for the difference we make</li></ul>
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