

Job Profile

Traffic Management Assistant

Grade:

6

Date created: June 2026

About the Job

- To protect the integrity of the highway infrastructure and assist the Compliance Manager in managing Street Works and Road Works in accordance with all current legislation including the New Roads and Streetworks Act 1991 and the Traffic Management Act 2004.

This is what we need you to do...

- The Traffic Management Assistant will assist the Compliance Manager in all aspects of Streetworks compliance management.
- This will require the post holder:-
 - a) To ensure that public enquiries and reports are dealt with efficiently and effectively.
 - b) To report regularly to line managers on progress of inspections, defects, and other streetworks activities and traffic signal activities.
 - c) To monitor any activities within the public highway for compliance with current streetworks legislation and County policy.
 - d) 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 post.

We want to be an employer of choice, attracting and retaining excellent people to work for us, so that we can best serve all of Gloucestershire's diverse communities. Our promise to you is that we will provide an inclusive and supportive working environment that enables you to bring your whole self to work and realise your full potential.

Special Conditions

- Occasional “out of hours” (evening and weekend) duties may be required in the normal course of duties.
- The post holder may be based at any office in the county, as directed.
- The post holder will be required to travel throughout the county, as required, and must hold a full, valid driving licence and relevant insurance

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the Council reserves its right to amend or add to the accountabilities listed above.

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The ideal candidate will have...

Experience

- Working knowledge of Street Works Legalisation.
- Working knowledge of a political environment.

Knowledge, Skills and Understanding

- Experience of the Traffic management Act 2004 and New Roads And Streetworks Act 1991

Behavioural attributes

- Enthusiastic and self motivated.
- Good communication and inter-personal skills.
- Ability to work effectively on own or as part of a team.
- Ability to work flexibly, efficiently, and effectively, reducing costs and eliminating waste.
- Resilient and deals positively with change.

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- Computer literacy including the use of Microsoft office packages.
- Understanding the Health & Safety regulations in association with Highway works.
Experience of the Safety at Streetworks and Roadworks –
A code of practice.

- Takes responsibility for own work area and development and works in the best interests of GCC, and the community.

Education & Qualifications

Essential

- Good level of numeracy and literacy.
- Full and valid driving licence.
- NRSWA Accreditation

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