

Job Profile

Traffic Management Assistant

Grade:

6

Date created: April 2026

About the Job

- To protect the integrity of the highway infrastructure and assist the Highway and Road Space Coordinator manage the use of road space effectively, collating and providing accurate information to all stakeholders for the purposes of co-ordination, in accordance with legislation and local service agreements.
- To control Streetworks in accordance with all current legislation including the New Roads and Streetworks Act 1991 and the Traffic Management Act 2004.
- To assist with day to day administrative responsibilities to assist the Streetworks Team.

This is what we need you to do...

- The Traffic Management Assistant will assist the Highway and Streetworks Coordinator in all aspects of Streetworks management.
- This will require the post holder:-
 - a) To assist the management and direction of the streetworks service for the area.
 - b) To ensure that public enquiries and reports are dealt with efficiently and effectively.
 - c) To provide administrative support to the road space coordinators, including email and filing management.
 - c) To report regularly to line managers and road space coordinators on progress of streetworks activities,

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complaints, and other streetworks queries and traffic signal activities.

- d) To monitor any activities within the public highway for compliance with current streetworks legislation and County policy.
- e) 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.
- f) To assist in the day to day management of the County's TTRO Systems.

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.

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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

- Provided general administrative support to ensure the smooth running of team operations.
- Managed emails, correspondence, and incoming enquiries in a professional and timely manner.
- Organised meetings, scheduled appointments and maintained team calendars.
- Maintained accurate records, databases, and filing systems.
- Working knowledge of a political environment.

Knowledge, Skills and Understanding

- Previous experience in an administrative or office support role in a reactive environment.
- Strong organisational and time-management skills.

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

Education & Qualifications (Desirable)

- Experience of the Traffic management Act 2004 and New Roads And Streetworks Act 1991
- Experience of the Safety at Streetworks and Roadworks – A code of practice.
- Full and valid driving licence.

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- Computer literacy including the use of Microsoft office packages.
- NRSWA Accreditation

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