**Job Description**

**Traffic Data Technician**

**Role Profile** Specialist – BCP Band H

**Service/Team** Transport and Engineering, Transportation, Sustainable Transport Policy

**Reports to** Transport Policy Team Leader

**Responsible for** 0

**Number of posts** 2

**Post number** TBA

**My job improves the quality of life for the people of Bournemouth, Christchurch, and Poole by collecting, supplying, maintaining and advising on traffic and transport data, supporting strategic and local transport policy development; providing relevant advice and information; and contributing to an effective and efficient sustainable transport service designed to influence travel behaviours towards more sustainable travel modes.**

**Job Overview**

To work as a team, taking the lead as required, in the preparation and undertaking of traffic data collection (including all transport modes such as pedestrians, cycling, scooting and public transport), surveys and transport studies. To analyse data, monitor and report on trends and other LTP / BCP targets as required. To maintain and administer the transport database for BCP Council. To undertake research, create supporting documentation, and assist with the production of reports to senior officers, Council Members, and external organisations. To assist with the collection and analysis of transport data and forecasting. To deputise for the Transport Policy Team Leader on local and strategic transport evidence matters as required.

 **Key Responsibilities**

* Collection of automatic and manually generated traffic data, including supervision of casual enumerators carrying out manual count traffic surveys and other ad hoc tasks.
* Develop and manage a traffic database for use in the Local Transport Plan (LTP), LTP Capital Programme, SE Dorset transport model, ad hoc projects and other Transport / external requirements.
* To procure third party services for data collection purposes.
* To process technical information on a wide range of LTP / BCP targets and report on performance against targets.
* To research and develop potential transport schemes, considering sustainable transport trends which help to deliver LTP objectives, and transport planning procedures, to assist in the delivery of the BCP Council’s Corporate Strategy.
* To research and understand current transport data sources to ensure that transport policies and strategies are underpinned by a robust evidence base and innovative best practices and to support informed decision making.
* Present information and recommendations in a focussed and engaging way.
* Implementation of appropriate monitoring and evaluation (M & E) of transport schemes and ensure consistency of approach across all BCP schemes by providing survey results, data on scheme impacts.
* To provide The Transport Policy Team Leader and Sustainable Transport Policy Manager and/or elected Council Members with specialist and complex advice on data related to transport.
* Develop good working relationships and effectively communicate project and service issues, both verbally and in writing with:
1. Staff of BCP and other authorities.
2. The general public.
3. External organisations, in particular key transport and environmental agencies, transport operators, landowners and developers.
4. Councillors.
* To assist the Service's Management with the development and continuous improvement of service provision.
* Provide complex technical and specialist advice on transport policy matters to colleagues from teams across the Council, drawing on good practice nationally and using creativity to overcome obstacles.
* Contribute to the preparation of strategic plans and reports, providing relevant data and information, utilising analytical tools, to support recommended actions and decision making.
* Support the Transport Policy Team Leader with bidding applications by providing reliable, accurate data and analysis related to sustainable travel, and commercial opportunities, to help deliver BCP Council priorities.
* To represent the council where appropriate, communicating openly and in a professional manner that safeguards the reputation of the council; collaborating with others to promote a positive perception of the service and developing a culture of providing excellent customer care to all service users.
* Manage external consultants or contractors to deliver projects as required.
* Help shape the strategic direction of the Sustainable Transport Policy Section by recommending and implementing change based on shifting priorities, detailed knowledge of up-to-date innovations and industry best practice, and understanding of diverse customer needs.
* Within BCP Council guidelines, deploy resources when necessary to respond to emergency and unforeseen service delivery situations.

**Specific Qualifications and Experience**

* Relevant degree (or equivalent experience).
* Good knowledge of ICT including Excel, Word, Outlook and other programmes relevant to the role (for example GIS mapping applications, CAD).
* Knowledge or experience of data collection, database management, data analysis and interpretation.
* Well-developed and authoritative knowledge of the work practices, processes and procedures (including legal and regulatory requirements and the risks of non-compliance) relevant to data collection, including broader commercial awareness.

 **Personal Qualities & Attributes**

* Ability to analyse data and interpret transport information, highlighting relevant trends or issues to managers in order to support informed decision making.
* Ability to plan and organise own workload, whilst under pressure, in an environment of regularly changing demands and challenging deadlines.
* Excellent communication skills (oral and written), prepared to share ideas and feedback, and comfortable presenting to a wide range of audiences including the public, Councillors and industry professionals. Able to present often-complex technical and/or contentious subject matter in an engaging and relatable way.
* A team player, open to new ideas, positive about change and able to contribute and celebrate the success of the whole team.
* Ability to analyse and question the way things are done and recommend, create and implement improved and more effective ways of working.
* Effective interpersonal skills to develop solutions to complex or contentious problems where there are a range of options and the information is unclear or conflicting.
* Ability to develop relationships with stakeholders and to seek to resolve any barriers to collaborating with others by communicating openly and challenging unhelpful behaviour.
* Appreciation of diversity in stakeholders and colleagues, considering their specific needs.
* Ability to develop breadth or depth of knowledge through exposure to different activities and by learning from or shadowing more experienced colleagues.
* Ability to make evidence based and outcome focussed decisions using proactive risk management and where set procedures provide only general guidance, without necessarily referring complex decisions to a manager.
* Gain experience and knowledge by learning on the job, while possibly gaining formal training or a professional qualification.

 **Job Requirements**

* BCP Council has a policy of most staff working from home for at least part of every week. This is flexible and to be agreed with the relevant manager.
* Ability to travel around the BCP area in an agreed timely manner.