



Job profile

Transport Technician Traffic & Accident Data Unit (TADU)

Grade A/H

Group: Economy Innovation & Growth

Service: Policy Climate Change and Strategic Transport

Location: Civic Centre

Line Manager: Team Leader (Traffic Planning and Research)

Car User Status: Casual

Job Purpose

To manage and update TADU traffic and accident systems in support of Tyne and Wear partner authorities' transport planning and engineering activities.

The key roles of this post will include:

1. Recording and analysis of accident data and production of appropriate reports.
2. Installation and maintenance of automatic traffic counters and associated equipment.
3. Processing and analysis of automatic traffic count data.
4. Responding to customers' enquiries for data by supplying data and invoicing customer where required.
5. Assisting in the development and maintenance of a customer orientated, high quality approach to service delivery to ensure that the service remains relevant and appropriate.
6. Keeping up to date with appropriate current technical, legislative and administrative matters in order to provide professional advice, guidance and direction as required.
7. Complying with health & safety and quality assurance procedures and contributing to the promotion of good practice and best value.
8. Assisting the Team Leader and TADU Co-ordinator as required, providing an efficient and effective service and carrying out such other responsibilities which are appropriate to the grade of the post.



Knowledge & Qualifications

Essential:

Experience

- Good organisational and communication skills
- Good numeracy, literacy and IT skills

Qualifications

- 5 GCSE passes at Grade 4 or Grade C or above or equivalent.

Desirable:

Experience

- Appropriate IT software (GIS, Microsoft applications, databases)
- Transport data collection, analysis and monitoring practices

Qualifications

- Relevant qualification in Civil Engineering or Transport related discipline
- Full driving licence



Competencies

Customer Focus	Puts the customer first and provides excellent service to both internal and external customers
Communication	Uses appropriate methods to express information in a clear and concise way to make sure people understand
Team Working	Works with others to achieve results and develop good working relationships
Making things happen	Takes responsibility for personal organisation and achieving results
Flexibility	Adapts to change and works effectively in a variety of situations
Learning and Development	Actively improves by developing and applying new skills and knowledge and learns from past experiences