



Role Profile

Transportation Officer – Transport Data

Reference No:	A5625		
Service:	Roads and Transportation Services		
Job Family:	Transportation/Roads/Waste	Grade:	FC7

Purpose

To assist the Lead Consultant (Transport Networks) in ensuring the effective organisation and delivery of the technical and operational requirements of transport data collection and analysis in Fife, incorporating information provision to deliver high quality, customer-focussed services.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
<p>Development of Data Collection System - Prepare specification documents for the procurement of equipment for future traffic and active travel monitoring requirements.</p> <p>Develop and maintain an interactive map cloud-based interface system of data presentation.</p> <p>Develop and maintain an electronic system of data availability for all count locations on the cloud-based data system – liaising with suppliers and Fife Council BTS (Business Technology Solutions) where necessary.</p>	<p>Educated to SCQF level 7, which includes HNC or Advanced Highers or equivalent in a Civil Engineering discipline or similar.</p> <p>Educated to SCQF level 8, which includes HND SVQ level 4 or equivalent in a Technical discipline</p> <p>Experience in field of transportation data collection and analysis</p>	<p>✓</p>	<p>✓</p> <p>✓</p>

E = Essential Criteria D = Desirable Criteria

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<p>Assess future developments in the traffic data collection and transportation fields and apply as appropriate to Fife.</p> <p>Develop, implement and maintain procedures for the data collection /information system in accordance with the principles of quality assurance.</p>	<p>Experience in latest technology and systems in transportation field</p> <p>Awareness of trends and developments in transportation</p>		<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>
<p>Office-based Data Information Functions - Prepare a strategic plan for traffic and active travel data collection and costs to meet the Council's duties in respect of its statutory and other functions.</p> <p>Analyse data and prepare reports on traffic flows/trends/forecasts, etc for input to documents such as the Local Transport Strategy and Air Quality Progress Reports.</p> <p>Provide advice and guidance to other teams in respect of level of traffic data, survey requests and timescales to meet their requirements.</p> <p>Use specialist traffic and active travel data software to manage the remote collection of data from permanent automatic counters.</p> <p>Use specialist traffic and active travel data software to manage, analyse and present data.</p> <p>Produce transport data analysis resulting from requests from within Roads & Transportation Services, elected members and from outside bodies.</p> <p>Liaison with Transport Scotland and with other authorities or bodies such as Cycling Scotland to ensure Fife's role in a regional and local context is delivered.</p>	<p>Budgeting experience</p> <p>Data Analysis abilities using Excel and other systems</p> <p>Experience and ability to communicate effectively both verbally, via the written word and data reports, providing a service to others.</p> <p>Experience of traffic counter and active travel counter hardware and software systems.</p> <p>Experience of dialogue and data sharing with official bodies.</p> <p>Willingness to learn new skills in data analysis and presentation</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>

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<p>Set up sites in accordance with the Department for Transport Traffic Signs Manual, ensuring all Health and Safety legislation is complied with in the interests of safety for traffic and operatives. Feed into Risk Assessment reviews.</p> <p>Install pneumatic road tubes, connect inductive loop sites, counters, data recording and modem links, and check/test as appropriate at each site.</p> <p>Assess locations for the installation of new traffic and active travel counters to obtain a high level of data accuracy.</p>	<p>Knowledge of Chapter 8, and Red Book - Safety at Street Works and Road Works, including risk assessments and CDM Regulations</p> <p>Experience in road tube and inductive loop counter calibration, installation and maintenance, and manual downloads if necessary.</p>		<p>✓</p> <p>✓</p>
<p>Undertaking all other duties as required for the role. Duties will be in line with the grade.</p>			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required
<p>Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.</p>

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.