



ROLE SPECIFICATION

TRAFFIC & ACCESS OFFICER

Reporting to	Line Manager - Town Officer Strategic Direction – Chair of T&A Group
Role purpose	
<p>With an intention to create a greener, more sustainable, flourishing and resilient Arundel – this role would lead on developing and implementing traffic and access initiatives as identified in the town’s current strategic objectives:</p> <ul style="list-style-type: none">• Carry out a town-wide audit to assess safety and accessibility, ensuring that disability awareness and inclusion are central to all recommendations.• Build and maintain constructive, ongoing relationships with Arun District Council, West Sussex County Council, National Highways, and the new unitary authority once established.• Lead or support applications for Traffic Regulation Orders (including potential speed limit changes on Mill Road and any amendments to yellow line restrictions).• Investigate options for a pedestrian crossing on Mill Road and/or Queen Street.• Provide support to the Local Cycling and Walking Infrastructure Plan.• Support the community group addressing “rat-running” issues on Canada Road.• Deliver flashing speed-sign initiatives, including identifying priority locations and creating a rolling programme for sign placement.• Develop a parking strategy for the town, including exploring opportunities for occasional free parking (for example, during Christmas shopping periods) and ensuring updated data is gathered to inform any potential residents’ parking scheme.• Research the concept of shared-space areas—initially focusing on Tarrant Street—and prepare a proposal with a recommended community engagement approach.• Improve access to public transport by exploring measures that encourage greater use of rail and bus services.• Explore the feasibility of introducing a town bike-hire scheme, ideally situated at Arundel railway station.• Identify and review potential funding opportunities for transport and access projects, and demonstrate the ability to prepare or contribute to funding bids.• Provide support, as required, for planned and emergency road closures within the town and assist with associated public communications.	

PERSON SPECIFICATION

CAPABILITY	OBJECTIVES
PROBLEM SOLVING	<ul style="list-style-type: none"> • Explore innovative ideas to deliver both short-term and long-term traffic management solutions. • Investigate complaints thoroughly and provide timely, comprehensive responses.
STAKEHOLDER MANAGEMENT	<ul style="list-style-type: none"> • Develop positive working relationships with relevant officers and councillors at West Sussex County Council, Arun District Council, National Highways, and the forthcoming unitary authority. • Actively support the Canada Road community group addressing rat-running issues. • Provide support to local walking, cycling, and sustainable travel initiatives.
LEAD EXPERT	<ul style="list-style-type: none"> • Carry out an accessibility and inclusion audit of the town and develop evidence-based recommendations. • Proactively explore and develop approaches to pedestrian-friendly streets and potential pedestrianisation within the town. • Create a strategic vision for enhancing public transport connections to and from Arundel, identifying opportunities and innovative methods to increase usage. • Actively identify funding opportunities or partnership schemes and contribute to preparing funding bids for transport and access projects.
COMMUNICATIONS	<ul style="list-style-type: none"> • Work closely with the council team to ensure all relevant information, particularly relating to public consultation, is communicated clearly, promptly, and effectively to residents and stakeholders.
BUDGET MANAGEMENT	<ul style="list-style-type: none"> • Produce accurate cost estimates and quantities for proposed schemes and ensure that all projects are delivered within approved budgets and agreed timescales.
DAY-TO-DAY RESPONSIBILITIES	<ul style="list-style-type: none"> • Support the operation of the Community Speed Watch programme, including health and safety requirements and management of associated equipment. • Oversee the installation and ongoing management of variable speed-sign initiatives. • Chair meetings and provide evidence-based information to support objectives and decision-making. • Manage and respond to requests and enquiries from councillors, working groups, sustainable travel initiatives, and members of the public, ensuring responses align with council policies and priorities. • Provide guidance and support for planned event road closures and any emergency closure requirements.