



Job Description

Job Title:	Digital TRO Co-ordinator
Directorate/Team:	Network Resilience – Key Route Network
Location:	16 Summer Lane or other site/location
Responsible to:	Traffic and Network Management Officer
Responsible for:	0
Key working relationships: (internal)	Network Resilience, Policy, Strategy & Innovation, Delivery – Transport Portfolio, Integrated Transport Services
Key working relationships: (external)	Local authority partners, Department for Transport, Causeway Technologies, Get Mapping

Purpose of the Post

This role will collaborate with our local authority colleagues to collect and verify traffic regulation orders (TRO) data and update, maintain, and manage a regional TRO database to ensure compliance with DfT guidance relating to digital TROs (D-TROs).

Accountabilities

- Undertake the coordination, data population and ongoing management of the regional TRO database.
- Build and maintain effective working relationships with external stakeholders promoting collaboration.
- Establish a suitable forum to convene the TRO practitioner's community to share best practice.

Responsibilities

Strategic

- Work flexibly and with integrity to meet the needs of the WMCA and Network Resilience function.
- Support the implementation of the UK government's D-TRO guidance within the West Midlands to assist local authority partners to meet their statutory obligations.
- Ensure consistency in TRO data processing across the seven WMCA local highway authorities to assist with network management activities.
- Contribute to the development of a regional approach to digital TRO management.
- Assist in identifying opportunities to improve data accuracy and accessibility.

People

- Build and maintain effective relationships with partners and stakeholders to facilitate the collection and verification of accurate information and data.
- Support internal and external stakeholders with training needs relating to the regional TRO database.
- Provide guidance and support on TRO data inputting procedures to maintain regional consistency.
- Work with the external service provider (Causeway Technologies) to ensure their product (Park Map) remains relevant and suitable for organisational needs.

Operational

- Interpret and validate both text and map-based traffic regulation order data.
- Accurately input and update TRO data within the regional TRO database.
- Maintain data integrity by ensuring compliance with D-TRO standards.
- Support troubleshooting and resolution of data discrepancies.

<ul style="list-style-type: none"> • Provide administrative support for meetings, producing agendas, formatting documents, and generating reports. • Establish effective systems and processes to ensure smooth directorate operations.
Financial
<ul style="list-style-type: none"> • Ensure Value for Money and follow the appropriate governance processes for dealing with any financial activities. • Ensure efficient use of resources when processing and managing TRO data. • Identify potential cost-saving opportunities through process improvements and automation.
Other
<ul style="list-style-type: none"> • Stay updated with latest government guidance relating to D-TROs and other relevant policies and legislation. • Assist in developing training materials or guidance documents related to D-TRO processes. • Actively participate in meetings, workshops, and training sessions. • Maintain confidentiality and compliance with data protection regulations. • Represent the WMCA in a professional manner. • Undertaking such tasks as may reasonably be expected commensurate with the scope and level of the role.

Person Specification					
Candidates/post holders will be expected to demonstrate the following:		Essential / Desirable		How Evidenced?	
Experience		E	D	A*	I* T*
Experience in data processing, data input, or database management.		X			X
Experience of using Park Map and/or other such Traffic Regulation Order mapping software.			X		X
Experience working with geographic information systems (GIS) or mapping software.			X		X
Experience of interpreting Traffic Regulation Orders.			X		X
Experience working with local authorities or in a public sector environment.			X		X
Skills / Knowledge		E	D	A*	I* T*
Strong attention to detail and accuracy in data entry and processing.		X			X
Problem-solving skills and ability to troubleshoot data inconsistencies.		X			X
Proficiency in Microsoft Excel and database management tools.		X			X
Knowledge of the UK government's Digital Traffic Regulation Order guidance.			X		X
Knowledge of relevant TRO legislation.			X		X
Good communication skills.		X			X
Strong organisational skills and ability to manage workloads effectively.		X			X
Understanding of data protection and confidentiality when handling sensitive information.		X			X
Qualification / Education / Training		E	D	A*	I* T*
Training in Park Map and/or other such TRO mapping platform training.			X		X
A-Level, Level 3 qualification, or equivalent experience in data processing, administration, or GIS-related fields.		X			X

***Key:** A = Application, I = Interview, T = Testing/Assessment

Core Expectations	
Health, Safety & Wellbeing	All employees have a duty to take reasonable care for the health, safety, and wellbeing of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable

	it to successfully discharge its own responsibilities in relation to health, safety, and wellbeing.
Equality & Diversity	Promote and champion equality and diversity in all aspects of the role.
Learning & Development	Participate in and take responsibility of any learning and development required to carry out this role effectively.
Performance Management	Actively engage in the performance management process and take responsibility for managing performance outcomes.
GDPR	Ensure the reasonable and proportionate protection, processing, sharing, and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.
Adherence to Policies	Be aware of and comply with all organisation policies.
Other	There may be a requirement to work outside normal office hours on occasion, including a requirement to work within stakeholder and partner offices within the WMCA constituent area on a regular basis.

Values

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

Value	Competency	Behaviour
Collaborative	Team Focussed	Works as part of team, managing and leading.
	Service Driven	Customer, resident, and partner focussed.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
Inclusive	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
Innovative	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

Additional Post Requirements

Essential Car User		Politically Restricted Post		Disclosure and Barring Service (DBS)				Vetting	
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Basic <input type="checkbox"/>	Standard <input type="checkbox"/>	Enhanced <input type="checkbox"/>	None <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Job Evaluation Details

Date Evaluation Agreed	JEP Reference	Grade	Job Family
2 nd May 2025	JEP571	SP24-SP28	