

# Job Description

## For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	Road Safety Support Officer	JEID	M0604
Salary Grade:	Scale H		
Team:	Road Safety Education		
Service Area:	Communities		
Primary Location:	Barrack Street		
Political Restriction	This Position is not politically restricted		
Responsible to:	Road Safety Team Leader		
Responsible for:			

#### Role Purpose

Support Road safety education interventions to raise awareness of road safety issues. Encourage a positive behavioural change, Support the School Crossing Patrol Supervisors when required. Support the Driver Education Service team with operational tasks.

#### Role Responsibilities

Liaise with the Senior Road Safety Officer (SRSO) and other educational establishments, delivering education interventions, programmes and sustainable travel projects as required.

To be a point of contact for educational establishments and associated communities and its representatives and provision of an effective customer response service.

Support casual staff, volunteers and other stakeholders in the preparation and delivery of Road Safety education and support recruitment activities.

Support and contribute to the ongoing development of education interventions and programmes. Work with stakeholders, partners and other organisational such as Police and Fire and Rescue in preparation and delivery of road safety education.

Supporting communities-based projects, including the production of newsletters, promotional materials, social media updates etc as required to promote road safety activities and sustainable travel.

Assist SRSO with development of opportunities which attract external income, sponsorship and selling of

the service to enable the ongoing delivery of initiatives.

Support the planning and organisation of ad-hoc work programme, campaigns, seminars, training events, public events and promotions across the whole team (School Education, Driver Education Team (DES) and the School Crossing Patrols.

Support the School Crossing Patrol Supervisor with recruitment, interviews, Pre-employment checks, DBS, site visits, annual training meetings as required.

Support DES team provide cover of the phones, booking and amending clients course date, taking client payments and completing refunds, venues stock audits and deliver stock as required complete monitoring assessments on the course delivery trainers.

Undertake Health and Safety and Safeguarding Requirements of the service including undertaking and reviewing Risk Assessments for all appropriate service activities and operations.

General administration, including keeping accurate records using databases and generating monitoring report for the Team Leader and SRSO.

Control, order and monitor stock levels as require for DES team, SCP and Educational team including Driving course materials, road safety educational resources, equipment and stock.

Ensure all activities are completed in accordance with the relevant standards and procedures.

Represent Warwickshire County Council at a local level and support SRSO at regional and national events.

To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities.

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

Assessed By:

Qualified to degree level or equivalent or a minimum of 2 years' experience within specialist discipline	A, D
Teaching, Coaching or relevant instructional qualification or 2 years' experience of working with and engaging with young people, adults and children	A, D
Experience of working in a customer facing role with proven record of successfully engaging with stakeholders, member of the public and children from a range of backgrounds in a innovative and creative way.	A, P, I
Good communication skills and confident in public speaking, with the ability to adapt to a style which is appropriate for the audience, including communicating	A, P, I

complicated or sensitive information with varied audiences in person and/or in writing and to cope in situations where there is an emotional demand arising from the work undertaken.	
Good organisation skills with the ability to maintain and update accurate records and review, establish and follow procedure.	A, I
The ability to work under a high degree of pressure, meeting unpredictable deadlines and dealing with conflicting demands. Using own initiative with minimal supervision to respond independently to problems and unexpected situations. Organising own workload and deciding priorities with high level of self-motivation and enthusiastic approach to deliver.	A, I
To be computer literate and able to operate a variety of programmes and databases including web based and accurate data capture and inputting, with use of Microsoft Office and specialist IT packages.	A, I
Experience of supervising, mentoring, delegating and working with groups of staff, including contracted staff, volunteers and casual staff over more than one area of actively and/or workplace.	A, I
Experience of following Health and Safety procedures and conducting risk assessments.	A, I
Excellent team player with experience of being part of a team and contributing to service goals and activities, supporting policy development within the service	A, I
Ability to travel throughout the County and to remote locations.	

### Desirable Criteria

Assessed By:

Knowledge and experience of Kagan training methods	
Knowledge and experience of Behavioural Change techniques	
Have an understanding of key road safety issues for adults, children and young people.	
Knowledge of Child Safeguarding	
Ability to think creatively with an outgoing and engaging personality	

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing. Undertaking health and safety duties and responsibilities for your role as specified within Warwickshire County Council Health and Safety Policy and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this role are identified below (those ticked). The

purpose of recording this information on the job description is so that the health status of the potential and actual post-holder can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and /or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the "other" section below.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input checked="" type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input checked="" type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input checked="" type="checkbox"/> Working on/ or near a road	<input checked="" type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults
<input checked="" type="checkbox"/> Undertaking repetitive tasks	<input checked="" type="checkbox"/> Working with challenging behaviours
<input checked="" type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	