

# Job Description

## For Social Care 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:	Safe and Active Travel Officer	JEID	M0628
Salary Grade:	Grade H		
Team:	Road Safety Education		
Service Area:	Traffic and Road Safety		
Primary Location:	Barrack Street		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Manager		
Responsible for:			

#### Role Purpose

The Safe & Active Travel Officer will work within the Road Safety Education Team and will be responsible for promoting SAfER (Safe and Active for the Environment and Road Safety) and encouraging the production of effective Travel Plans to support safe and active travel in Schools and in the workplace, throughout Warwickshire. The role will champion sustainable travel activities as part of SAfER and support schools and workplaces to develop bespoke Travel Plans. This will require, experience, innovation and excellent communication within this area of work.

## Role Responsibilities

- (a) Working in partnership with Warwickshire workplaces and employees to develop and implement bespoke Travel Plans in line with SAfER and WCC sustainable travel practices and policies
- (b) Working in partnership with Warwickshire schools to develop and implement bespoke Travel Plans in line with SAfER and WCC sustainable travel practices and policies
- (c) Delivering professional advice and guidance and carry out regular monitoring of Travel Plans to ensure they are effective and meet agreed modal shift targets and key indicators
- (d) Working collaboratively with internal and external stakeholders to develop travel information resources and other promotional material in support of sustainable travel
- (e) Promoting the benefits of sustainable travel to Members, colleagues, the public, and other stakeholders

## Section B: Generic Role Profile

Job Role:	Safe and Active Travel Officer
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### Main Tasks

To maintain detailed knowledge of current legislation, policy and strategies relating to active travel planning and to regularly review the Council's Travel Plan Policy/Strategy ensuring activities remain effectively linked with other appropriate policy areas both within the highway service and beyond.

Ensure that the County Council is fully conversant with the latest national travel planning guidance and planning policies and to engage with internal teams regarding infrastructure changes where necessary

Engage and promoting Safe and Active travel programmes to schools and workplaces to support the implementation of effective Travel Plans

Assist with securing funding for Travel Plan support and related activities and also the monitoring of secured funds.

Produce management and committee reports, technical documents and statistics in relation to Travel Plans

Represent and advise on sustainable travel options at local, regional and national meetings whilst researching best practice from other organisations and authorities.

Generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

## Generic Role Details

# 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:

Educated to degree level, or equivalent experience in government and local authority objectives for transport.	A,D
Knowledge and experience of sustainable travel initiatives and/or development, implementation and monitoring of Travel Plans.	A,I, P
Excellent written and verbal communications skills with the ability to develop and deliver effective presentations.	A, I, P
Good organisational skills with ability to maintain and update accurate records and review, establish and follow procedures	A,I
The ability to independently interpret and analyse varied information/situations to produce solutions over the short and medium term	A,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 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	A, I, P
The ability to work under a high degree of pressure, meeting unpredictable deadlines and dealing with conflicting demands and 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 delivery of work programmes	A, I
Experience of following health and safety procedures and conducting of risk assessments	A, I
Excellent team player with experience of being part of a team and contributing to service goals and activities and support policy development within the service	A, I
Ability to travel throughout the County and to remote locations	A

To be able to undertake routine assessment of needs, support planning, monitoring and review for and in partnership with stakeholders	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 working in a customer facing role with proven record of successfully engaging with stakeholders, members of the public and children from a range of backgrounds in an innovative and creative way	A, I,
Satisfactory check through the Disclosure and Barring Service	A, D

## Desirable Criteria

Assessed By:

Have an understanding of key road safety issues in the communities	A, I
Ability to think creatively with an outgoing and engaging personality	A, I
Knowledge of Behavioural Change techniques	A, I

## 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, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils 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 job 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-holders 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.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input 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 type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input 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):	