

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 Officer	JEID	M0318
Salary Grade:	Scale I		
Team:	Road Safety		
Service Area:	Communities		
Primary Location:	Barrack Street, Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Leader		
Responsible for:			

Role Purpose

Deliver and support road safety education interventions to raise awareness of road safety issues, encourage a positive change in behaviour and contribute to the overall County Council casualty reduction targets

Role Responsibilities

Liaise with and visit schools and other educational establishments as required, delivering education interventions, programmes and sustainable travel projects.

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 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 organisations such as Police and Fire & Rescue in the delivery of road safety education

Liaise with internal staff to assist with delivery of activities including - organise and delivering training and regular meetings for casual staff

Support the promotion of the understanding of road safety issues harnessing and encouraging community enthusiasm, including the production of newsletters, promotional material, social media messages etc. as required to promote road safety activities and sustainable travel.

To assist with and support the development of opportunities which attract external income, sponsorship and the selling of services to enable the ongoing delivery of initiatives.

Communicate effectively on issues at all levels, including dealing with complaints, elected members, media and stakeholders.

Conduct project evaluation as required and produce regular progress reports for Senior Officers, stakeholders and others

Support the planning and organisation of ad-hoc work programmes, campaigns, seminars, training events, public events and promotions

Support other team activities such as the School Crossing Patrol service, in order to provide a safe, effective and efficient service including maintaining service in the event of unexpected and unplanned absences

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 reports.

Control, order and monitoring of road safety resources, materials, equipment and stock

To work within budgets and conduct processing of payments of internal and external invoices, pay claims and associated financial documents.

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

Represent Warwickshire County Council at a local level and in support of Senior Officers at regional and national level

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 with experience of working with and engaging with children and young adults	A, D
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, P
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

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
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
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
Ability to manage work and resources within budgets	A, I
Experience of supervising, mentoring, delegating and working with a group of staff, including casual staff and volunteers, over more than one area of activity and/or workplace	A, I
Experience of following health and safety procedures and conducting of risk assessments	A, I, P
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, D

Desirable Criteria

Assessed By:

Knowledge of Kagan training methods or equivalent including experience of behavioural change techniques	A, I, P
Have an understanding of key road safety issues for children and young adults	A, I
Knowledge of Child Safeguarding	A, I
Ability to think creatively with an outgoing and engaging personality	A, I, P

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 checked="" 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 checked="" 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):	