

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:	Safe System Fatal Review Co-Ordinator (SSFRC)	JEID	M0726
Salary Grade:	J		
Team:	Road Safety Education		
Service Area:	Communities		
Primary Location:	Shire Hall, Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Warwickshire Road Safety Partnership Manager		
Responsible for:	N/A		

Role Purpose

The SSFRC will play an essential part in reviewing fatal road traffic collisions within Warwickshire by gathering information from all relevant agencies, these agencies will include: - Police, Fire, Coroners, and any other statutory or non-statutory agency identified.

This will allow the SSFRC to compile a fatal review document to support the Safe System Fatal review panel and make recommendations in line with the Safe System principles.

The SSFRC will ensure that recommendations are reviewed and monitored by the partnership and share finding on a local and national basis.

Role Responsibilities

- Initiate and perform the lead co-ordinating role of the Safe System fatal reviews with support from the Warwickshire Road Safety Partnership Manager.
- Co-ordinate confidential inquiries on behalf of Warwickshire Road Safety Partnership in relation to fatal collisions and report findings. These findings will form the basis of the Safe System fatal review board and ensure recommendations in line with Safe System principles are adopted.

- Responsible for collating and preparing reports for presentation at the Safe System Fatal review board.
- Provide analytical support and guidance to the Safe System Fatal Review Panel.
- Responsible for ensuring regular contact is made with Warwickshire Police Force and Warwickshire County Council to ensure accurate and timely information sharing regarding fatal collisions.
- Responsible for approval of recommendations by the fatal review board and working with the Warwickshire Road Safety partnership to implement and monitor them.
- Responsible for the production a quarterly report on the progress of the recommendations and presented to the partnership's monitoring group.
- Responsible for working closely with partners and stakeholders to establish and maintain a database for fatal collisions, including possible medical episodes and suicide.
- Be expected to be aware of any current local and national road safety trends that would carry a significant rise in risk to road users in Warwickshire and wider population.
- Establish and maintain a culture of confidentiality and sensitivity to ensure that agencies have confidence in the integrity of the process allowing inquiries to work effectively. The post-holder will ensure they comply with data protection laws.
- Responsible to share the recommendations and progress at partnership working groups and board. Responsible on being the partnership's representative on any Board or committee where their expertise could lead to the prevention of road traffic casualties.
- Work collaboratively with other death prevention coordinators and relevant stakeholders to exchange information, insights, and best practices that contribute to the prevention of fatal road traffic collisions.
- Ad hoc work will include supporting data management with partner agencies, responding to queries, involvement in fatal collision incidents and alerts.

This list of duties is not exhaustive or restrictive and the post holder may be required to carry out duties from time to time that are either commensurate with / or lower that the grade of the post.

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:

Relevant degree qualification or experience e.g. data analysis/statistics/mathematics, , Project Management and data analysis (minimum of 2-3 years)	A
A good standard of IT skills, in particular Microsoft Word, Excel and Outlook in order to prepare reports, present information and communicate with other agencies. This should be illustrated through qualifications or examples of how the applicant has used these software packages.	A, T
Excellent planning and organising skills in order to be able to manage their own time effectively and achieve deadlines in order to meet confidential inquiry dates and agencies requirements.	A

The ability to analyse, model and interpret data	A, T
Ability to act with integrity and maintain appropriate confidentiality and to represent the organisations in a highly professional manner.	A
A proven ability to communicate at all levels, the ability to influence improvements in working practices and develop good working relationships.	A
A high level of interpersonal skills including sensitivity, tact and ability to deal with a variety of people.	A
Evidence of co-ordinating different organisations around a particular issue.	A
Flexible, proactive, resilient and responsive to change.	A
Problem-solving skills	A
A methodical and logical approach	A, T
Accuracy and attention to detail	A, T
A high level of mathematical ability	A
An NPPV check is required for individuals who are to be appointed due to frequent and uncontrolled access to government assets.	A, D

Desirable Criteria

Assessed By:

An awareness of road safety issue and the principles of the Safe System.	A

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.

Provision of personal care on a regular basis 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 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 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 checked="" 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 type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	