**Job Description**

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| Job Title: Road Safety Officer |
| POSCODE: CCC0885 |
| Grade: Scale 6 – SO2 |

**Overall purpose of the job**

Please write one or two sentences about why the job exists. Focus on the achievement of the key end results of the job.

These roles are the front-facing part of the road safety team with local communities. The Road Safety Officers will have expertise in road safety education and engagement and are responsible for the delivery of community-based interventions targeting road user behaviour and active travel in an area of the county. This will include engaging with multiple partners and stakeholders across the emergency services, businesses, schools and other Council departments.

# Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

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| --- | --- |
|  | **Main accountabilities** |
|  | **Road Safety Expertise**  Develop and maintain a high level of knowledge and expertise in at least one area within road safety while developing a broad understanding across wider local, national and international best practice  Ensure all activities are based on appropriate evidence and evaluated appropriately, including the production of publishable reports of successes and failures to disseminate within and outside the Council.  Support the team in translating detailed technical reports into plain English in order to provide the information to communities and non-technical stakeholders.  Provide specialist advice and information about safety problems and remedial measures and techniques to support casualty reduction across all highway related services |
|  | **Communication and Community Engagement**  Ensure effective communication with the public and stakeholders to proactively promote the Council’s road safety strategy using all available and relevant formats.  Ensure the community, businesses, Councillors, the media, partners and stakeholders are involved and kept informed on the delivery of projects and work programmes.  Enable community groups to tackle local issues themselves by providing the relevant expertise and resources through the road safety team.  Ensure queries are dealt with sympathetically and within agreed response times.  Work with the media and other channels to ensure clear and appropriate information reaches the target audience in the most efficient and effective way.  Respond to client/service user feedback to inform continuous service improvements |
|  | **Partnership Working**  Work within the Vision Zero Partnership strategy in support of all relevant workstreams, particularly Safe People.  Promote, develop and maintain effective internal and external partnerships and collaborative working with a range of stakeholders including other authorities, public bodies, voluntary and private sector organisations in Cambridgeshire, in order to ensure the appropriate level of co-ordination and integration of services that will achieve service objectives and secure optimum cost-effective joined-up working.  Seek opportunities to develop new partnerships locally in order to work more effectively to deliver casualty reduction interventions.  Work closely with other place-based staff across the Council and other partner services, such as Think Communities, Neighbourhood Policing Teams, local Fire Stations, Locality Teams and schools. |
|  | **Project Management**  Support the development of a data led road safety intervention programme in support of the Vision Zero Partnership strategy and any additional Council priorities in an holistic way, combining and coordinating the relevant road safety disciplines.  Deliver elements of the road safety programme, including through partnership working and the commissioning of internal and external support resources such as the need for any research, training or specialist intervention support.  Undertake supervisory visits and risk assessments for School Crossing Patrollers, school streets and any other similar schemes. |
|  | **Performance, Contract and Financial Management**  Monitor project expenditure to achieve out-turns within budget allocations.  Seek opportunities to supplement budgets through third party investment.  Ensure compliance with all relevant Health and Safety legislation and best practice in the planning, design and delivery of projects and work programmes.  Ensure all procurement and contractual processes are fully complied with and followed throughout the team. |
|  | **Leadership**  Adopt and facilitate a “one team” approach and the cross-team working to ensure a holistic approach to road safety and to provide team resilience and enhance team capability. |
|  | To demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs. |

**Person Specification**

**Qualifications, knowledge, skills and experience**

Minimum level of qualifications required for this job

|  |  |  |
| --- | --- | --- |
| Qualifications Required | **Subject** | **Essential/**  **Desirable** |
| A-levels or equivalent |  | E |
| Level 4 e.g. Bachelor’s Degree, NVQ 4 or demonstrable equivalent experience | Education, psychology, behaviour change, marketing or another relevant discipline | D |
| Relevant professional qualification e.g. Road Safety GB Practitioner’s Course or Road Safety Engineering Course | Road Safety | D |

Minimum levels of knowledge, skills and experience required for this job

|  |  |  |
| --- | --- | --- |
| Identify | Describe | Essential/Desirable |
| **Knowledge** |  |  |
| Road user behaviour | * Knowledge of a range of road user behaviour and training techniques, sustainable transport and health improvements, including local, national and international examples | E |
| * Knowledge of the travel needs of a diverse range of children and adults * Knowledge of school travel plans and the planning process and regulations | D |
| Community Engagement | * Knowledge of Safeguarding policies and procedures | D |
| * Knowledge of Think Communities or other community resilience / enablement approaches | D |
| Safe Systems | * An understanding of the Safe Systems approach and how it translates into intervention delivery | D |
| **Skills** |  |  |
| Communication | * Excellent communication skills both oral, written and presentational and ability to vary style according to the audience * Good interpersonal skills with negotiating and persuasion abilities | E |
| Project Management | * Ability to prioritise work and work on own initiative * Ability to work independently and as part of a team * Competent use of Microsoft Office * Flexibility of hours of work and willing to occasionally work unusual hours when required. * Able and willing to travel around and outside the county on business | E |
| * Ability to interpret national and local guidelines to devise and implement new procedures of work | D |
| Partnership Working | * Ability to maintain effective relationships and ability to deliver through partnership working. | E |
| **Experience** | Give an idea of the type and level of experience required **do not** specify years of experience. |  |
| Road Safety | * Experience of the development, planning, implementation and evaluation of evidence-led road safety interventions | E |
| Programme Management | * Experience of producing and presenting reports * Experience of data analysis | E |
| * Experience of budget management | D |
| **Equal opportunities** | Ability to demonstrate awareness/understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs |  |

**Disclosure level**

|  |  |  |
| --- | --- | --- |
| What disclosure level is required for this post? | None | Standard |
| Enhanced | Enhanced with barred list checks |

**Work type**

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| --- | --- | --- | --- | --- | --- |
| What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible) | Fixed | Hybrid | Field | Mobile | Remote |

**Progression Criteria**

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**Overall purpose of the job**

These roles are the front-facing part of the road safety team with local communities. The Road Safety Officers will have expertise in road safety education and engagement and are responsible for the delivery of community-based interventions targeting road user behaviour and active travel in an area of the county. This will include engaging with multiple partners and stakeholders across the emergency services, businesses, schools and other Council departments.

The progression criteria outlined below relate to each area of accountability and reflect progression from entry into the role (scale 6) up to a high level of experience (SO2).

# Progression Criteria

Progression criteria are outlined below relating to each salary scale in turn and the expected accountability level associated with each, i.e. Scale 6 criteria are entry level, SO1 criteria are all required to be met to progress to SO1.

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| --- | --- |
|  | **Main accountabilities** |
| Entry Criteria at Scale 6 | **Road Safety Expertise**  Has completed the Road Safety Practitioner Foundation Course, IHE Road Safety Engineering course or equivalent Level 3 road safety qualification and can demonstrate the application of the learning in their practice.  Can demonstrate an understanding of the local, regional and national road casualty issues.  **Communication and Community Engagement**  Can demonstrate good verbal and written communication skills and the ability to adapt style to suit the audience.  **Partnership Working**  Has developed good working relationships with officers in Vision Zero Partnership organisations, e.g. emergency services, public health, road safety charities  **Project Management**  Can demonstrate a sound understanding of the type of interventions that can be used to improve safety and reduce casualties and successful delivery of an annual programme of interventions using a combination of direct delivery, partnership working, internal and external support.  **Performance, Contract and Financial Management**  Can demonstrate evaluation of interventions has been considered and implemented throughout. |
| For progression from Scale 6 to SO1 | **Road Safety Expertise**  Can demonstrate a high level of knowledge and expertise in at least one area within road safety while developing a broad understanding across wider local, national and international best practice.  **Communication and Community Engagement**  Can demonstrate where they have enabled community groups to tackle local issues themselves by providing the relevant expertise and resources.  **Partnership Working**  Has maintained effective internal and external partnerships and collaborative working with a range of stakeholders including other authorities, public bodies, voluntary and private sector organisations in Cambridgeshire, in order to ensure the appropriate level of co-ordination and integration of services that will achieve service objectives and secure optimum cost-effective joined-up working.  **Project Management**  Has undertaken supervisory visits and risk assessments for School Crossing Patrollers, school streets and any other similar schemes.  **Performance, Contract and Financial Management**  Can demonstrate they have successfully sought opportunities to supplement budgets through third party investment. |
| For progression from SO1 to SO2 | **Road Safety Expertise**  Has completed a higher-level qualification directly relevant to road safety e.g. Level 5, Degree, Masters and can demonstrate its application to practice.  **Communication and Community Engagement**  Can demonstrate they have worked with the media and other channels to ensure clear and appropriate information reaches the target audience in the most efficient and effective way.  **Partnership Working**  Can demonstrate they have had a key role indeveloping new partnerships locally in order to work more effectively to deliver casualty reduction interventions.  **Project Management**  Has led a project from start to finish including publishing a full project report once evaluation has been completed.  **Performance, Contract and Financial Management**  Has undertaken procurement and contract management of a commissioned service. |

Once at SO2 further progression would require a vacant role to be advertised, e.g. Senior RSO or Engineer/Senior Engineer. Personal development to support applying to these roles could include the following:

**Road Safety Expertise**

Gain a high level of knowledge and expertise across multiple areas within road safety and its application in practice.

**Collision Investigation / Analysis**

Undertake a range of collision analyses and provide appropriate recommendations for possible interventions. Consider the effectiveness of their recommendations in practice in terms of scheme delivery and monitoring.

**Leadership**

Provide guidance and mentoring to less experienced staff in order to support their technical development and workload.

Championing a “one team” approach and cross-team working to ensure a holistic approach to road safety.

**Partnership Working**

Maintain effective internal and external partnerships and collaborative working with a range of stakeholders including other authorities, public bodies, voluntary and private sector organisations in Cambridgeshire, in order to ensure the appropriate level of co-ordination and integration of services that will achieve service objectives and secure optimum cost-effective joined-up working.

**Communication and Community Engagement**

Manage stakeholder expectations on road safety audit and collision investigation processes and outcomes.