

Job Description

Job Title: Road Safety Assistant

Reports to: Senior Road Safety Officer

Grade: Scale 4

Overall purpose of the job

To assist the Road Safety Team in the development, implementation and monitoring of a programme of road safety interventions in support of the Vision Zero Partnership strategy and any other local priorities.

Main accountabilities

1.	Road Safety Expertise Develop an understanding of road safety issues and wider local, national and international best practice. Understand the importance of evidence and evaluation of road safety interventions.
2.	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. Support the Road Safety Team in developing projects that best meet the needs of the local community by actively seeking input from local members, key stakeholders, potential users and the local community, throughout the development and delivery of projects. Ensure queries are dealt with sympathetically and within agreed response times.
3.	Partnership Working Work within the Vision Zero Partnership strategy in support of all relevant workstreams, particularly Safe People and Safe Roads. Work closely with other place-based staff across the Council and other partner services, such as Local Highway Officers, Think Communities, Neighbourhood Policing Teams, local Fire Stations, Locality Teams and schools.
4.	Project Delivery 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. Support the delivery of the road safety programme, including through partnership working.
5.	Performance, Contract and Financial Management Develop an understanding of the Local Government finance, contract management and procurement rules and how they are used.

	<p>Assist with the monitoring of expenditure against project budgets.</p> <p>Ensure compliance with all relevant Health and Safety legislation and best practice in the planning, design and delivery of projects and work programmes.</p>
6.	<p>Leadership</p> <p>Adopt 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.</p>
7.	<p>Equal Opportunities</p> <p>Demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs.</p>

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
5 GCSEs or equivalent	including Maths, English and a Science	E
NVQ / A levels or equivalent		D

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

Identify	Describe	Essential/ Desirable
Knowledge		
Road Safety / Highways	<ul style="list-style-type: none"> Knowledge of road safety interventions Knowledge of highways or traffic management 	D
Skills		
Communication	• Good communication and interpersonal skills	E
	• Good letter and report writing skills	D
Project Delivery	<ul style="list-style-type: none"> 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
Partnership Working	• Ability to maintain effective relationships and ability to deliver through partnership working.	E
Experience		
Road Safety / Highways	• Experience of working in road safety or highways	D
Equal opportunities	• Ability to demonstrate awareness/ understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	E

Disclosure level

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

Work type

What work type does this role fit into?	Fixed	Hybrid	Field	Mobile	Remote
---	-------	--------	-------	--------	--------