

Job Description

Job Title: Road Safety Support Officer

Reports to: Road Safety Manager

Grade: Scale 4-6

Overall purpose of the job

To contribute to the effective running of the Road Safety team and office. Providing office administration, financial, management and supervision support services, to ensure that services are delivered to a high standard.

Main accountabilities

1.	Office Support <ul style="list-style-type: none">• Provide timely and effective administrative support:• Assist with the organisation, co-ordination and delivery of the road safety service, with specific support for road safety audit, school crossing patrols and commissioned training services e.g. Bikeability & driver training.• Respond to queries including co-ordinating investigation, liaising with Officers, Managers and departments to ensure all advice and communication (telephone, letters, emails, face-to-face, speeches) is delivered to County Council standards and regulatory guidelines• Responsible for overseeing document & data management (paper and electronic), including filing and distributing documents• Oversee the collection, collation & manipulation of a wide range of service-related information using CCC information systems, to generate reports, prepare letters, memos and documents• Undertake general clerical & administrative tasks and support the team and service as required.
2.	Financial Support <ul style="list-style-type: none">• Assist with monitoring and/or management of budgets in accordance with County Council financial processes, systems and instructions• Interrogate, process and maintain financial information – making recommendations for appropriate action• Ensure that County Council financial processes and systems are complied with.• Undertake financial support duties as required to support the efficient delivery of services.
3.	Management Support <ul style="list-style-type: none">• Use and maintain the service's road safety audit, investigation, Bikeability, driver training and any other databases, supporting work allocation, progress reporting, invoicing and other related activities.• Oversee that meetings and events (e.g. consultation events) are properly planned and arrangements co-ordinated,• Ensure records of meetings are taken and any necessary follow up action undertaken

4.	Supervision & Development of Others <ul style="list-style-type: none"> • Assist with the monitoring and supervision of site-based activities and staff, including but not limited to: school crossing patrols; school streets; Bikeability cycle training. • Assist in the recruitment, selection, induction, learning and development of School Crossing Patrols, and other staff as required. • Support the development of goals and targets for others through the appraisal process and day-to-day management. • Monitor employee's progress, performance and delivery, ensuring that all issues of performance (both positive and negative) are addressed in accordance with Council policies and procedures. • Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
5.	Health & Safety <ul style="list-style-type: none"> • Ensure the maintenance of a healthy and safe working environment • Take action to reduce the risk to self and others.
6.	Role Specific <ul style="list-style-type: none"> • Ensure a broad understanding of the road safety service, and which staff within the service to seek expert advice from on issues or queries that arise. • Undertake other tasks and responsibilities as required in the delivery of Council services.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	
<ul style="list-style-type: none"> Educated to A level, NVQ3 or equivalent (e.g. Certificate in Management, BTec) IT Qualified to CLAIT/IBT2/RSA/ECDL 	Essential
<ul style="list-style-type: none"> NVQ Level 3 in Administration or Management NVQ Assessor 	Desirable

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

Knowledge and experience	
<ul style="list-style-type: none"> Extensive office administrative experience Fully proficient at using IT systems, with a good working knowledge of Microsoft Windows and Office packages Experience of staff supervision Knowledge of health and safety legislation Knowledge of Data Protection and Equal Opportunities legislation and their requirements Understanding of financial management, procedures and processes. Ability to demonstrate awareness/ understanding of equal opportunities and other people's behaviour, physical, social and welfare needs. 	Essential
<ul style="list-style-type: none"> Knowledge of budget management Knowledge of Council policies & procedures Experience of local authority working Understanding of project management principles Has portfolio of achievements 	Desirable
Skills	
<ul style="list-style-type: none"> Able to prioritise workload and complete in timely manner Able to consistently produce work of a high standard Good interpersonal skills; able to communicate in a friendly, open & constructive manner Able to work on own initiative with minimal supervision Commitment to continuous service development Committed to ongoing personal and role development Approachable and adaptable Ability to grasp, assimilate and apply information and concepts quickly 	Essential

Disclosure level

None	Standard	Enhanced	Enhanced with barred list checks
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Work type

Fixed	Flexible	Field	Home
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