

Job Description

Job Title: Road Safety Manager

Reports to: Assistant Director: Transport Strategy & Network Management

Grade: P3

Overall purpose of the job

This is a key management role which will be at the forefront of leading and delivering Cambridgeshire's road safety service in line with local and national objectives, including the Vision Zero Partnership. Commitment to the Vision Zero partnership and adoption of the strategy was endorsed by the Council's Highways & Transport Committee on 7th July 2020.

The Road Safety Manager will lead the Council's delivery within the partnership across all workstreams, in particular for the delivery of projects within the Safe Roads and Safe Road Users workstreams, but will also oversee the Council's collision investigation work and respective liaison with the Police, Coroner and any other relevant parties.

The role requires a strong ability to bring together a wide range of stakeholder groups including Parish and District Councils, resident and campaign groups and businesses and will lead a multi-disciplinary team which will link with other services across the Council in order to deliver services.

Main accountabilities

1.	<p>Road Safety Expertise</p> <p>Develop a centre of excellence within the Council in relation to road safety that other services, partners, senior management and politicians can call upon.</p> <p>Maintain knowledge and expertise across the team at the forefront of local, national and international road safety.</p> <p>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.</p> <p>Provide and prepare detailed technical reports in a timely and efficient manner ensuring at all times clarity, engagement with stakeholders, and clear delivery requirements.</p>
2.	<p>Programme Management</p> <p>Be responsible for 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.</p> <p>Oversee the delivery of the road safety programme through partnership working and the commissioning of internal and external support resources including the need for any research, detailed design, engineering work or specialist intervention support.</p> <p>Act as project sponsor for all Road Safety Capital Schemes passed to Project Delivery.</p> <p>Provide reports and updates to Councillors and Senior Management, including but not limited to committee reports, presentations, briefings and member seminars.</p>

<p>3.</p>	<p>Leadership</p> <p>Lead and champion 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> <p>Inspire and motivate staff to ensure that they achieve their maximum potential, providing flexible use of resource across the team.</p> <p>Recruit, train, develop and reward staff to meet the needs of both the team and the Council.</p> <p>Support the Council in creating a culture of empowerment, collaboration, openness and transparency.</p> <p>Impart knowledge and expertise on specific business areas through mentoring and coaching of other staff to strengthen the skill base create more resilience within teams by introducing broader training techniques, including, safety engineering, behaviour change, training/education</p>
<p>4.</p>	<p>Partnership Working</p> <p>Develop strong, collaborative working relationships with the Road Safety Partnership Delivery Manager and all other delivery leads within the Vision Zero Partnership partner organisations.</p> <p>Develop effective delivery models including the potential for a co-ordinated delivery hub.</p> <p>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.</p>
<p>5.</p>	<p>Performance, Contract and Financial Management</p> <p>Provide regular performance reports on programme and project delivery status including funding and resource utilisation, key risks and performance against Vision Zero safety performance indicators.</p> <p>Manage the road safety capital and revenue budgets within Local Government finance processes.</p> <p>Identify financial pressures and take action, agreed with senior management, to manage and mitigate those pressures.</p> <p>Implement risk monitoring and management processes in accordance with corporate guidelines for each project. Ensure programmes reflect all highlighted risks.</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> <p>Ensure all procurement and contractual processes are fully complied with and followed throughout the team.</p>
<p>6.</p>	<p>Communication and Community Engagement</p> <p>Ensure that community engagement is promoted as a core value and is embedded in the programme.</p>

	<p>Ensure the community, businesses, Councillors, the media, partners and stakeholders are involved and kept informed on the delivery of projects and work programmes.</p> <p>Enable community groups to tackle local issues themselves by providing the relevant expertise and resources through the road safety team.</p> <p>Develop policies and systems to ensure that feedback from customers, partners, stakeholders and employees can be evaluated such that appropriate action can be taken to provide continuous improvement.</p> <p>Manage stakeholder expectations across all road safety team projects, processes and outcomes. Holding the line where necessary under political, developer and public pressure whilst remaining pro-active and pragmatic to deliver timely, accurate evidence/analysis.</p>
<p>7.</p>	<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
Degree or demonstrable equivalent experience	Civil Engineering or Social Sciences	E
Practitioner level	Project Management	D
Postgraduate qualification (e.g. Masters)	Road Safety related subject	D

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

Identify	Describe	Essential/ Desirable
Knowledge		
Road safety management	<ul style="list-style-type: none"> • Expert knowledge in current road safety management best practice, including local, national and international models and methods • Demonstrable knowledge and understanding of the UK policies and legislation that influence road safety delivery at a local level, including emerging issues 	E
Safe Systems	<ul style="list-style-type: none"> • An in-depth knowledge of the Safe Systems approach and how it translates into intervention delivery 	D
Think Communities / community engagement	<ul style="list-style-type: none"> • Knowledge of community engagement approaches that harness local knowledge and expertise and empower communities to tackle issues that are important to them 	D
Skills		
Strategic	<ul style="list-style-type: none"> • Ability to see and understand the bigger picture and apply that to programmes and projects within own remit and across service and organisational boundaries. 	E
Leadership	<ul style="list-style-type: none"> • Relevant leadership and management experience • Ability to inspire and motivate teams. • Persuades and influences others using logic and reason. Sells the benefits of the position they are proposing and negotiates to find solutions that everyone will accept. 	E

	<ul style="list-style-type: none"> • Ability to deal with senior management and local Councillors, displaying confidence and gaining trust. • Ability to confidently make proposals and challenge decisions constructively. • Good resource management skills ensuring that both staff and financial resources are managed effectively by having the ability to clearly identify and prioritise activities in order to deliver the best possible outcomes. 	
Communication	<ul style="list-style-type: none"> • Able to build strong and constructive business relations with internal and external customers and partners • Excellent communication skills both oral, written and presentational • Excellent interpersonal skills with strong negotiating and persuasion abilities • Ability, sensitivity and interpersonal skills to facilitate working in a political environment; retaining impartiality. 	E
	<ul style="list-style-type: none"> • Experience of working with the media 	D
Programme Management	<ul style="list-style-type: none"> • Ability to utilise a wide range of management skills and techniques to ensure successful delivery outcome through effective use of resources. • Proven ability to focus on the customers and communities, understanding their needs and expectations, in order to deliver high quality services. • Excellent analytical abilities and high level of skill in using analytical techniques to break down and understand issues and business operations. • Proven ability to plan, manage and influence budgets and to exercise strong financial control and budgetary management across programme areas and individual projects. • Strong hands-on abilities in Microsoft Office and Project and other specialist project management applications. 	E
Partnership Working	<ul style="list-style-type: none"> • Ability to maintain effective relationships and ability to deliver through partnership working. 	E

Experience		
Programme development and delivery and project management.	<ul style="list-style-type: none"> • Experience in developing, leading and managing programmes within large/complex organisations. • Successful experience in project and programme management. • Experience in prioritising (including justification) of projects and programmes. • Experience in analysing programme information and compiling and presenting reports to Lead Members and Lead Officers. • Proven experience of sound financial management. 	E
Partnership working	<ul style="list-style-type: none"> • Extensive experience of effective partnership working 	E
Road Safety	<ul style="list-style-type: none"> • Extensive experience of managing activities across at least one of the Safe System workstreams 	E
Equal opportunities	<ul style="list-style-type: none"> • 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? (tick one box that reflects the main work type, the default workers type is flexible)	Fixed	Hybrid	Field	Mobile	Remote
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