

Job Description

Job title	Road Safety Officer
Directorate	PLACE : Regeneration, Community and Culture
Division	Transport & Parking Service
Range	MPR 4
Reports to	Senior Road Safety Officer

Main purpose of the job:

Develop, implement, lead and participate in the delivery of the Council's Road Safety education, training and publicity programme, contributing towards a reduction in collisions and casualties on Medway's strategic road network, in line with partnership activity and supporting strategies.

Engage with all types of road users and assist with the operation of the School Crossing Patrol service in accordance with agreed policies, priorities and resources.

Liaise with stakeholders in a way that promotes the [vision and values](#) of the Council.

Accountabilities and outcomes:

- Design, develop and/or deliver appropriate road safety education, training and publicity campaigns and interventions to priority road user groups, using a data-led approach. This will encompass a variety of delivery mechanisms, including partnership working and digital technology.
- Monitor and evaluate the impact of road safety behaviour change interventions, in terms of delivering casualty reduction, raising awareness through effective engagement and changing road user perceptions.
- Deliver value for money based on effective monitoring, qualitative and quantitative research, in accordance with local, regional and national policies and best practice.
- Contribute to the road safety communications programme and support the communications, marketing and evaluation activities in relation to casualty reduction.
- Identify opportunities to extend the reach of road safety education training and publicity, through the Kent and Medway Safer Road Partnership and other stakeholder engagement activity.

- Seek external funding opportunities and represent road safety to the public, through attending and contributing to meetings, community events and providing appropriate support.
- Support the recruitment, training and supervision of School Crossing Patrols.
- Assist with the monitoring and analysis of existing School Crossing Patrol sites, identifying and requesting maintenance where necessary, to ensure effective and efficient delivery and compliance with health and safety regulations. This includes the evaluation of proposed sites in accordance with established criteria including the undertaking of risk assessments.
- Respond to enquiries from the general public, senior officers and elected Members, organising meetings, taking and producing minutes and notes when required.
- Deal with occasional exposure to disagreeable, unpleasant or hazardous environmental working conditions or people related behaviour.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Development Framework.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Organisation:

This role reports to the Senior Road Safety Officer.

The post holder will not be required to line manage others but may be required to direct, coordinate, train and supervise out of office-based staff, comprising of School Crossing Patrols.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.



medway.gov.uk

   Medway Council

Medway
COUNCIL
Serving You

Person Specification

All criteria at level A are considered essential unless stated otherwise.

Qualifications

Level A

- Educated to GCSE, BTEC, NVQ level 3 or equivalent qualification.

Level B (in addition)

- Relevant practical experience in road safety or a related field including completion of, or a commitment to complete the Road Safety GB Foundation course accreditation, including risk assessment training.

Level C (in addition)

- Other relevant certificates or evidence relating to formal training in the operation and design of the service area, or a willingness to obtain certification. For example, Preparing to Teach in the Lifelong Learning Sector (PTTLS) diploma.

Knowledge

Level A

- Demonstrable knowledge of road safety policies, issues and associated obligations, both nationally and locally.
- Knowledge of School Crossing Patrol Policy, both nationally and locally.

Level B (in addition)

- Demonstrable knowledge of the technical and professional aspects of road safety education, training and publicity.
- Knowledge and understanding of the principles of Road Safety Auditing.
- Detailed understanding of national and local road safety issues and principles, including Vision Zero.

Level C (in addition)

- Ability to demonstrate the practical and/or procedural knowledge in a specialist area, as well as the ability to turn theoretical knowledge into practical applications, or an equivalent level of organisational, procedural and policy knowledge (this would normally equate to graduate level or the equivalent considerable experience).

Experience

Level A

- Demonstrable experience of working in a transport role in a local authority, public body or similar organisation, including political awareness, partnership working and best value principles.

- Practical experience of delivering education and training programmes to children and adults within an educational setting.

Level B (in addition)

- Demonstrable experience of providing general information, advice and guidance on established internal procedures in relation to the sustainable transport remit.
- Demonstrable experience of carrying out operational support and site risk assessments for School Crossing Patrols and safer routes to school.
- Demonstrable experience of ensuring that continuous improvement is maintained within the service area.

Level C (in addition)

- Experience of planning, delivering and evaluating sustainable transport projects, campaigns and initiatives.
- Evidence of the successful delivery of road safety education interventions arising from new development proposals.
- Evidence of monitoring and evaluating the impact of road safety behaviour change schemes and initiatives.
- Experience of leading road safety education and/or School Crossing Patrol workshops and organising and running events.

Skills

Level A

- Demonstrable ability to work within recognised procedures which leave some room for initiative, including lone working, previous experience of responding independently to unexpected problems and situations and only referring to a supervisor/manager for unusual or difficult problems.
- Demonstrable ability to either: (i) deal with considerable levels of work-related pressure, for example from deadlines, interruptions or conflicting demands, or (ii) the equivalent of between one and two hours undertaking repeated manual calculation or other work with figures, report writing or preparing presentations, or (iii) periods of hours at a time (e.g. a morning or afternoon) being alert to risks or the checking of documents or equivalent.
- Can demonstrate dexterity, co-ordination, or sensory skills, where there is some demand for precision in the use of these skills.
- Competent user of ICT packages i.e. Word, Excel, Outlook and Powerpoint, with the ability to demonstrate the application of these within a work context.
- Full driving licence valid for use in the UK.

Level B (in addition)

- Demonstrable ability to deliver a range of imaginative solutions and responses involving the application of fresh and innovative thinking.



medway.gov.uk

   Medway Council

Medway
COUNCIL
Serving You

- Demonstrable developed communication skills with the ability to present complex and/or sensitive information in an understandable way, using a variety of methods across a range of audiences.
- Demonstrable ability to work within recognised procedures and respond independently to problems where there are no recognised procedures and decisions have to be made without access to a manager.

Level C (in addition)

- Demonstrable ability to analyse and interpret varied and complex information or situations, develops solutions and/or strategies which take several months up to a year to formulate.
- Demonstrable ability to design and develop new and/or modify existing educational interventions through behavioural change methods and techniques.
- Demonstrable ability to either: (i) undertake direct responsibility for the supervision of others, deputising for the Senior Road Safety Officer on occasion, with the ability to provide direction, empower people to achieve objectives and take responsibility for team members' actions and errors and/or (ii) provide advice and guidance on the operation of established internal procedures in relation to human resources, this may include interpretation of policies and procedures to meet specific circumstances or problems, and/or (iii) demonstrable ability to handle small (i.e. £250 per day) amounts of cash, process cheques, invoices or equivalent.