

Job Title	Range ¹	Development Route	Main Duties	Level A
School Crossing Patrol	Range 1	<p>Skills.</p> <p>To be able to carry out the Council’s policy with regard to the School Crossing Patrol Service, which includes Health and Safety Procedures and any associated training needs.</p>	<p>See Job Profile for full duties. Main duties include:</p> <ul style="list-style-type: none"> To ensure the safety of children, and other pedestrians, crossing the road at a designated point between specified times. To correctly use all uniform and equipment provided for the safety of yourself, children and all other members of the public, especially when stopping traffic on the Highway. To maintain control over pedestrians who are awaiting your instructions to cross. When pedestrians need to cross the road, the post holder will walk to the middle of the road and wait for a gap in traffic, before escorting the pedestrians across the road, in accordance with the legal requirements. The post holder will be required to communicate with members of the public and may be exposed to verbal abuse from parents and members of the public. 	<p>Salary: £22,072</p> <p>Requirements at this level:</p> <p>Qualifications</p> <ul style="list-style-type: none"> N/A <p>Knowledge</p> <ul style="list-style-type: none"> Understanding of the Council’s School Crossing Patrol Policy and Handbook, including the associated requirements and expectations, as set out. There will be a requirement for the post holder to learn road safety procedures and training regarding road traffic verbal abuse and handling adverse incidents. <p>Experience</p> <ul style="list-style-type: none"> N/A <p>Skills</p> <ul style="list-style-type: none"> Ability to understand written and verbal instructions and follow procedures. Ability to use the equipment provided, including a STOP sign. To demonstrate periods of concentration up to one hour on tasks, such as the checking of documents or carrying out straightforward calculations. Where the tasks of the role require it, to demonstrate periods of sensory attention for up to one hour, for instance the need to be alert to traffic or the actions of pedestrians. Ability to talk to colleagues, members of the public and others in an understandable way. Ability to follow instructions related to the tasks required; with work being closely supervised. Ability to carry out tasks which impact on the wellbeing of people, including assessing needs, implementing care/welfare, implementing regulations, providing guidance on internal procedures and interpreting policies and procedures to meet specific circumstances or problems. Ability to explain straightforward tasks to others, where required. To be physically able to move on to and off the road whilst holding in one hand a STOP sign weighing up to 2 kilos in all weathers, and deal with emergency traffic situations as they relate to the crossing of pedestrians and themselves. Ability to operate switches, keys etc. on traffic light control boxes, pedestrian crossings and other equipment. To be able to see and hear unsafe traffic situations in all directions that may be out of their immediate vision. Ability to solve simple problems and take action accordingly, whilst remaining punctual, reliable and assertive when fulfilling SCP duties.

¹ Salaries accurate as of financial year 2024/2025

Job Title	Range	Development Route	Main Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished/Expert)
Road Safety Officer	Range 4	Professional qualification. Experience of working in a transport role, planning and delivering sustainable transport projects OR relevant transferrable skills and/or experience. Commitment to obtaining recognised transport accreditation. For example, the Road Safety GB Foundation course.	See Job Profile for full duties. Main duties include: <ul style="list-style-type: none"> 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. Undertaking the delivery of appropriate road safety education, training and publicity campaigns and interventions to priority road user groups, using a data-led approach. Monitoring and evaluating the impact of road safety behaviour change interventions, in terms of delivering casualty reduction, raising awareness through effective engagement and changing road user perceptions. Delivering value for money based on effective monitoring, qualitative and quantitative research, in accordance with local, regional and national policies and best practice. 	Salary: £29,793 Requirements at this level: Qualifications <ul style="list-style-type: none"> Educated to GCSE, BTEC, NVQ level 3 or equivalent qualification. Full driving licence valid for use in the UK. Knowledge <ul style="list-style-type: none"> Knowledge of road safety policies, issues and associated obligations, both nationally and locally. For example, the Road Safety Statement, School Crossing Patrol Service, Road Traffic Act and Highway Code. Experience <ul style="list-style-type: none"> 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. Experience of responding independently to unexpected problems Skills <ul style="list-style-type: none"> Ability to work within recognised Sustainable Transport Service procedures which leave some room for initiative Ability to deal with considerable levels of work-related pressure, for 	Salary: £32,602 Requirements at this level in addition to level 4A: Qualifications <ul style="list-style-type: none"> Commencement of the Road Safety GB Foundation course accreditation and risk assessment training. Knowledge <ul style="list-style-type: none"> 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 and Safe System approach. Experience <ul style="list-style-type: none"> Relevant practical experience in road safety or a related field Experience of providing general information, advice and guidance on established internal procedures in relation to the sustainable transport remit. Experience of carrying out operational support and site risk assessments for School Crossing Patrols and road safety interventions. Experience of ensuring that continuous improvement is maintained within the service area. Skills <ul style="list-style-type: none"> Ability to deliver a range of imaginative solutions and responses 	Salary: £35,410 Requirements at this level in addition to level 4A and 4B: Qualifications <ul style="list-style-type: none"> Completion of the Road Safety GB Foundation course accreditation and risk assessment training 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, Level 3 award in Education & Training (Formerly Preparing to Teach in the Lifelong Learning Sector (PTTLS) diploma.) Knowledge <ul style="list-style-type: none"> Detailed knowledge of road safety policy and procedures, both nationally and locally Experience <ul style="list-style-type: none"> Experience of planning, delivering and evaluating sustainable transport projects, campaigns and initiatives. Experience of the successful delivery of road safety education interventions arising from new development proposals. For example, in line with a new school build or expansion. Experience of monitoring and evaluating the impact of road safety behaviour change schemes and initiatives. Experience of leading road safety education and/or School Crossing

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				example from deadlines, interruptions or conflicting demands <ul style="list-style-type: none"> Ability to work with figures, write reports and prepare presentations 	involving the application of fresh and innovatory thinking. <ul style="list-style-type: none"> Developed communication skills with the ability to present complex road safety information in an understandable way, using a variety of methods such as email, reports, presentations Ability to work within recognised Road Safety procedures and respond independently to problems where there are no recognised procedures and decisions have to be made without access to a manager. Ability to handle small amounts of cash, process cheques, invoices or equivalent. 	Patrol workshops and organising and running events. <p>Skills</p> <ul style="list-style-type: none"> Ability to analyse and interpret varied and complex information or situations. Ability to design and develop new and/or modify existing educational interventions through behavioural change methods and techniques. Ability to undertake direct responsibility for the supervision of others, with the ability to provide direction, empower people to achieve objectives and take responsibility for team members' actions and errors Ability to deputise for the Senior Road Safety Officer Ability to provide sound advice and guidance on the operation of established internal procedures in relation to human resources. Ability to handle small amounts of cash, process cheques, invoices or equivalent.
Senior Road Safety Officer	Range 5	Professional qualification. Experience of working in a transport role (minimum of 3 years) planning and delivering sustainable transport projects. Commitment to obtaining recognised transport accreditation and/or a	See Job Profile for full duties. Main duties include: <ul style="list-style-type: none"> Planning, implementing and managing the Council's Road Safety education, training and publicity programme, utilising a variety of delivery mechanisms, including partnership working and digital technology. Providing specialist advice and coordinating the day-to-day delivery of road safety education, training and 	Salary: £35,935 <u>Requirements at this level:</u> <u>Qualifications</u> <ul style="list-style-type: none"> Educated to degree level or related vocational equivalent or extensive transport planning experience with evidence of relevant training and development. Full driving licence valid for use in the UK. 	Salary: £38,775 <u>Requirements at this level in addition to level 5A:</u> <u>Qualifications</u> <ul style="list-style-type: none"> Commitment to complete a recognised Road Safety GB or equivalent road safety accreditation, including Road Safety Practitioner Foundation Course and risk assessment training. Other relevant certificates or evidence relating to formal training in 	Salary: £41,614 <u>Requirements at this level in addition to level 5A and 5B:</u> <u>Qualifications</u> <ul style="list-style-type: none"> Completion of a recognised Road Safety GB or equivalent road safety accreditation, including Road Safety Practitioner Foundation Course and risk assessment training. Post graduate course or other evidence of a management qualification.

		<p>leadership/management qualification.</p>	<p>publicity, leading on engagement with local communities and other stakeholders to build sound and productive working relationships.</p> <ul style="list-style-type: none"> Evaluating the impact of road safety interventions in terms of delivering casualty reduction, raising awareness and changing road user perceptions. Delivering value for money based on effective monitoring, qualitative and quantitative research, in accordance with local, regional and national policies and best practice. Leading the road safety communications and campaign strategy and support the communications, marketing and evaluation activities in relation to casualty reduction. Planning, managing and delivery of the School Crossing Patrol service through the recruitment, training, organisation and supervision of School Crossing Patrols. 	<p>Knowledge</p> <ul style="list-style-type: none"> Demonstrable knowledge of road safety policies, principles and associated obligations, both nationally and locally, including the Road Safety Statement, Road Traffic Act, Highway Code, Safe System approach and Vision Zero. Knowledge of the technical and professional aspects of road safety education, training and publicity, including the School Crossing Patrol service and wider sustainable transport remit. <p>Experience</p> <ul style="list-style-type: none"> 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. Experience of the delivery and management of Road Safety Education initiatives and programmes, including the School Crossing Patrol service. Experience of carrying out operational support and site risk assessments for School Crossing Patrols and pedestrian training. Experience in developing, promoting and managing road safety publicity campaigns aimed at specific road user groups. Experience of planning and delivering sustainable transport projects, campaigns and initiatives, including the line management of a team or teams and monitoring performance. Experience of undertaking direct responsibility for the supervision, co-ordination, or training of other employees. 	<p>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.</p> <p>Knowledge</p> <ul style="list-style-type: none"> Knowledge and understanding of financial processes and systems, including budget forecasting, spend, performance monitoring and evaluation. Knowledge and understanding of the principles of Road Safety Auditing. Knowledge and understanding of the methods for planning the development of safer routes to school networks. Knowledge of the technical aspects of scheme implementation, including consultation and engagement, Equality Impact Assessments, landowner negotiation, technical specification and legal agreements. <p>Experience</p> <ul style="list-style-type: none"> Experience of supporting the assessment of new development proposals from the perspective of road safety, including advising on measures to mitigate impacts. Experience of the successful delivery of road safety education interventions arising from new development proposals. Experience of monitoring and evaluating the impact of road safety behaviour change schemes and initiatives. Experience of supporting and managing procurement processes, performance monitoring and evaluation. 	<p>Knowledge</p> <ul style="list-style-type: none"> Knowledge of project management processes, supporting transport funding bids and policy development across a specialist area. <p>Experience</p> <ul style="list-style-type: none"> Evidence of well-developed data interpretation, analytical analysis, planning and benchmarking skills. Evidence of developing and project managing road safety interventions or providing associated advice and guidance for internal and external stakeholders. Evidence of supporting the development of road safety strategies and implementation plans, including partnership working. <p>Skills</p> <ul style="list-style-type: none"> Ability to demonstrate the advanced knowledge across Sustainable Transport, as well as the ability to turn theoretical knowledge into practical applications. Ability to analyse and interpret varied and complex information across Sustainable Transport and able to develop solutions and strategies as a consequence. Ability to write and produce detailed reports and support the production of procurement documentation without ready access to more senior officers
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				<p>Skills</p> <ul style="list-style-type: none"> Ability to provide general information, advice and guidance on established internal transport procedures, for example, as part of a new starter induction. Ability to deal with high levels of work-related pressure, for example, from deadlines, interruptions or conflicting demands. Developed organisational and communication skills with the ability to manage work programmes and present complex information in an understandable way. Ability to use analytical skills to interpret complex information and situations. Ability to develop solutions or plans which take several months up to a year to formulate e.g. Council's Road Safety education, training and publicity programme 	<ul style="list-style-type: none"> Experience of leading road safety education and/or School Crossing Patrol workshops and organising and running events. Experience of internal financial systems and processes. <p>Skills</p> <ul style="list-style-type: none"> Ability to undertake direct responsibility for the line management of others. Ability to have direct impact on the well-being of individuals or groups of people. Ability to contribute to the setting and monitoring of the relevant budget and ensuring effective spend of the budgeted sums 	
Sustainable Transport Manager	Range 7	<p>Professional qualification.</p> <p>Extensive experience in a transport role (minimum of 5 years) planning and delivering sustainable transport projects.</p> <p>Commitment to obtaining a leadership/management qualification.</p>	<p>See Job Profile for full duties. Main duties include:</p> <ul style="list-style-type: none"> Oversee the management of statutory obligations and day-to-day operational functions including, but not limited to, concessionary fares, subsidised bus contracts, the School Crossing Patrol service, highways development control, client management of the Chatham Waterfront Bus Station and road safety education, training, and publicity. Manage the development and delivery of the Council's strategic plans and 	<p>Salary: £48,216</p> <p>Requirements at this level:</p> <p>Qualifications</p> <ul style="list-style-type: none"> Educated to degree level or related vocational equivalent or extensive transport planning experience with evidence of relevant training and development. <p>Knowledge</p> <ul style="list-style-type: none"> Advanced theoretical, practical, and procedural knowledge of planning, managing and delivering sustainable 	<p>Salary: £50,588</p> <p>Requirements at this level in addition to level 7A:</p> <p>Qualifications</p> <ul style="list-style-type: none"> Evidence of recent (within 5 years) formal training and development related to sustainable transport planning including public transport, walking and cycling. <p>Knowledge</p> <ul style="list-style-type: none"> Knowledge and experience of procurement processes and systems, contract management and 	<p>Salary: £52,959</p> <p>Requirements at this level in addition to level 7A and 7B:</p> <p>Qualifications</p> <ul style="list-style-type: none"> Post graduate course or other qualification related to transport planning or 10 years' direct transport planning experience working in a local authority and Membership of a relevant professional institute. Leadership/management qualification, for example ILM.

			<p>priorities in relation to public transport, walking and cycling initiatives, road safety education, training and publicity and other sustainable transport solutions and initiatives.</p>	<p>transport activities, schemes and initiatives.</p> <ul style="list-style-type: none"> • Knowledge and understanding of project management processes and experience of delivering sustainable transport projects. <p>Experience</p> <ul style="list-style-type: none"> • Experience of leading and managing a team and monitoring performance and completion of internal training and development related to line management. <p>Skills</p> <ul style="list-style-type: none"> • Highly developed oral and written communication skills, with evidence of the ability to interpret complex information into clear messages to inform, advise or guide others. • ability to help others to plan the steps they need to take to resolve complex issues. • well-developed data interpretation, analytical analysis, planning and benchmarking skills. 	<p>performance monitoring and evaluation.</p> <p>Experience</p> <ul style="list-style-type: none"> • Experience of regular contact with chief/senior local government officers, elected members, and government officials. • Experience of financial budgetary control systems and techniques and managing revenue and capital budgets. <p>Skills</p> <ul style="list-style-type: none"> • Capable of building and maintaining productive relationships with key stakeholders and providing advice both informally and as part of public Council meetings. • Capable of working pro-actively with partners to agree and achieve common goals. • ability to provide robust budget forecasts to inform the effective planning of resources. 	<ul style="list-style-type: none"> • Evidence of formal training and development in project management. <p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge of business case development and economic appraisal techniques. <p>Experience</p> <ul style="list-style-type: none"> • Demonstrable experience of writing or contributing to the development of sustainable transport strategies. • Demonstrable evidence of contributing to budget setting, anticipating resource implications and negotiating savings and efficiencies in contracted service. <p>Skills</p> <ul style="list-style-type: none"> • ability to actively encourage and support creative and innovative thinking to deliver continual improvement. • Able to work in collaboration with others to ensure resources are used flexibly across service areas. • ability to deputise for the next level of management at officer level and at public Council meetings.
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