Job Title School Crossing Patrols Manager

Grade 11

**Our Vision**

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

* Have access to more good jobs and share the benefit of economic growth.
* Live in thriving and sustainable communities
* Be healthier and more independent for longer.

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and the people of Staffordshire
* Courageous – We recognise our challenges and are prepared to make   
  courageous decisions
* Empowering – We empower and support our people by giving them   
  the opportunity to do their jobs well.

Directorate Purpose

Staffordshire County Council is one of the largest local authorities in the UK with an ambitious vision for Staffordshire and its people. Achievement of that vision will be underpinned by the support of the Council’s Economy, Infrastructure and Skills directorate (EI&S). The vision for EI&S is to help Staffordshire’s economy grow, so that everyone has the opportunity of a good job and good prospects in a beautiful, safe, accessible, vibrant, cultural, prosperous, business friendly and sustainable county.

Service Purpose

The School Crossing Patrol Service forms part of the multi-disciplinary Highways & the Built County team whose purpose is to manage, maintain and sustainably improve Staffordshire’s Built Environment so that amongst other things it is safe, accessible, functions well, promotes inward investment and economic growth, and supports social cohesion and healthy lifestyle choices.

The aim of the School Crossing Patrol Service is to improve road safety for children and adults on their journeys to and from school.

**About the Role**

The purpose of the post is to ensure effective delivery of the School Crossing Patrol service, which operates at a number of remote sites throughout Staffordshire.

Reporting Relationships

**Responsible to:** Head of Community Highways and Road Safety

**Responsible for:** The School Crossing Patrol Team including, Area Managers, Area Support Assistants, Administration Support and approximately 220 School Crossing Patrols

Key Accountabilities:

1. Lead the delivery of the School Crossing Patrol service and ensure the legislative requirements set out within the Road Traffic Regulation Act 1984 are met.
2. Manage the School Crossing Patrol budget (in the region of £1.3m).
3. Develop and implement the County Council’s School Crossing Patrol Protocol in line with national standards, guidance and best practice.
4. Oversee the recruitment and ongoing training of School Crossing Patrols in line with legislative requirements and national guidelines.
5. Have responsibility for the management of a large team of remote workers (more than 200 School Crossing Patrols).
6. Lead the implementation of robust absence management procedures presiding over disciplinary procedures as necessary.
7. Have responsibility for the implementation of robust health and safety processes and procedures to meet the specific demands of the service.
8. Develop and maintain strong working relationships with elected Members, community representatives and other stakeholders with respect to the School Crossing Patrol Service; whilst also ensuring complaints or feedback from the public are adequately addressed.
9. Undertake service reviews, including necessary staff engagement and consultation, to meet developing budget constraints and establish ongoing opportunities to reduce operating costs.
10. Engage with and influence schools and community groups to promote the self-funding of Patrol locations, where appropriate: initiating, facilitating and maintaining Service Level Agreements to ensure the requirements of both parties are met.
11. Liaise with wider Highways teams to establish new sites, decommission existing sites and adapt service provision where new highway engineering measures are proposed.
12. Manage the delivery of associated traffic management/road safety initiatives at participating schools.

Other Information

This role is full time across the whole year.

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

|  |  |  |
| --- | --- | --- |
| **Minimum Criteria for Disability Confident Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications/Professional membership**   * Level 4 qualification (degree or NVQ) or equivalent experience. * Recognised management qualification or significant experience commensurate with the key accountabilities of the role. | A&I |
| **employer_small** | **Knowledge and Experience**   * Demonstrable staff management experience, particularly in relation to recruitment and disciplinary matters. * Significant experience in budget management.      * Experience of managing customer//public interface, maintaining good stakeholder relations. * Understanding of the principles of traffic management and road safety. * Appropriate degree of computer literacy e.g., databases, spreadsheets etc. * Employment or other experience that can demonstrate the managerial skills, competencies and personal qualities listed below. | A,I & T |
| **employer_small** | **Skills**   * Having a cross organisational perspective, understanding and responding to competing needs and demands. * Ability to foster and champion innovation. * Excellent communication skills with a high level of influencing and persuasive skills across diverse organisations. * An understanding of the current challenges facing local government organisations, coupled with financial and commercial awareness. * Drive enthusiasm and flexibility * Current and valid driving licence   This post is designated as a casual car user | A&I  A |

**employer_small** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting

Talent & Resourcing Team 01785 278300