Casualty Investigation Assistant

Grade 5

**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.

About the Service

The Highways & Built County team is a multi-disciplinary 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.

This will be achieved by:

* Keeping the network in the best condition possible with resources available using asset management to enable the lowest whole life cost of asset ownership.
* Supporting Staffordshire's economy to grow, generating more and better-paid jobs ensuring that work on the highway is of the required quality.
* Improving customer satisfaction with Staffordshire County Council and enhance its reputation.
* Ensuring that highway information required to manage and maintain the network and support asset management decisions is available, is held in the best place is accurate and of the required quality.
* Taking action to reduce waste generation, re-use resources where possible, reduce energy use, increase sustainable travel, adapt to climate change already taking place and for the future.
* Keeping the network safe for all users, improving network resilience and availability, providing a freer flowing network, supporting events on the highway and where issues do occur, efficiently and effectively administering claims.
* Keeping people safe from harm, empowering people to deliver and grow, innovate, share knowledge and best practice.

**About the Role**

To assist the County Council to meet its legal responsibility to maintain the safety of its local road network through the analysis of road traffic collisions.

Reporting Relationships

Responsible to: Road Safety Manager

Responsible for: Such staff (internal, external or seconded) as may be placed under the postholder’s control from time to time

Key Accountabilities:

1. Contribute to the effective operation and administration of the team by working collaboratively with colleagues and stakeholders to ensure consistent work practices in line with approved policies and procedures.
2. Oversee the daily receipt of personal injury collision data submitted by the Police and process it into Geographical Information System (GIS) collision mapping and analysis software.
3. Review, scrutinise and validate the content and quality of the imported data to inform the Staffordshire injury collision dataset.
4. Liaise with Staffordshire Police and other external bodies to identify and obtain missing information to ensure the accuracy of the collision dataset.
5. Monitor the progress of Police reports through the data processing system from initial receipt until validation to ensure national timescale expectations are met.
6. Feedback data anomalies to the Police for corrections to the national database.
7. Assist in delivering statistical information, technical support, advice and administration regarding the collision mapping and analysis software across the wider team.
8. Assist with the provision of personal injury data in the relevant format in response to requests from internal and external customers, providing an excellent level of customer service and seeing matters through to resolution.
9. Ensure processes and functions are kept up to date by attendance at development meetings and training in respect of the collision mapping and analysis software.
10. Support the development, management and implementation of health and safety, environmental and quality management controls to ensure compliance with legislation, Council policies and best practice.
11. Undertake such other duties as may be allocated from time to time in accordance with the general nature and grading of the post.

Other Information

This post is designated as a casual car user.

The post holder will need to meet the travel requirements of the role locally.

This post has no political restriction.

This post is subject to a Police vetting check

**Professional Accountabilities:**

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

**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 3 qualification e.g. NVQ Level 3 or equivalent experience in a technical role
 | A/I |
| **employer_small** | **Knowledge and Experience*** Good level of computer literacy including experience of using databases, and a range of MS Office 365 packages.
* Experience of liaising with a variety of stakeholders.
* Experience organising and prioritising work in a structured and logical manner.
* Experience working on their own initiative with a minimum of supervision.
 | A/I |
| **employer_small** | **Skills*** Inclusive and proactive approach to dealing with customers and colleagues
* Accurate with good attention to detail
* Ability to interpret maps and analyse spatial data.
* Ability to collate and interpret information from a range of sources and assimilate data into accurate reports with a focus on data quality
* Ability to understand and respond to competing needs and demands.
* Good written, verbal and digital communication skills
* Ability to travel to sites across Staffordshire.
 | A/I/T |

\*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