Job Title: Road Safety Officer (Training)  
Grade: 9

GRADE xx

Our Vision

We have a clear vision for Staffordshire - 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 citizens
* 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 and Built County Service supports the County Council’s vision and outcomes by working together with residents, businesses, and partners in everything that we do; enabling individuals and families to take responsibility for their own lives and support others to do so, where people can flourish in a thriving economy and where people can say “This is a great place to live”.

Through the Staffordshire Safer Roads Partnership, Staffordshire County Council is working with Stoke-on-Trent City Council to deliver a cross sector, multi-agency approach to the reduction of death and injury on Stoke and Staffordshire’s roads through the promotion of Road Safety utilising, Education, Enforcement and Engineering. The Partnership works collaboratively to utilise shared resources of partner agencies to deliver a clear and sustainable approach to road safety across Staffordshire and Stoke-on-Trent.

Reporting Relationships

Responsible to: Road Safety Manager

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

Key Accountabilities:

1. Develop, organise and deliver a range of road safety initiatives to target identified key road user groups. Ensure appropriate behavioural change and evaluation techniques are included to ensure relevance, effectiveness and to facilitate improvement.
2. Design, create and deliver Road Safety Education for students across Staffordshire (including Stoke-on-Trent) and develop strong working relations with all educational and training establishments to deliver road safety training with additional focus on engaging with identified priority educational establishments.
3. Successfully organise and manage Road Safety events with health and safety procedures strictly adhered to.
4. Manage recruitment and co-ordination of volunteer groups and lead them in the design and delivery of Road Safety educational resources and the promotion of Road Safety at events across Staffordshire (including Stoke-on-Trent).
5. Management of all physical resources within their area of service in an efficient and effective manner, with financial oversight to monitor and ensure spend is within the budget available and in line with principles that will deliver value for money.
6. Successfully work collaboratively with Internal & external stakeholders across Staffordshire (including Stoke-on-Trent) through maintaining effective communications.
7. Complete periodic reviews of existing road safety resources with overview and guidance provided by the Partnership’s Education & Training Coordinating Manager, to identify those which require amending and updating, as well as developing resources for both classroom and digital delivery as and when required.
8. Provide an advisory and support service to schools, colleges and identified key road user groups, enabling them to carry out road safety education and training programmes.
9. To comply with Health and Safety responsibilities within this role, as outlined in the Road Safety Health and Safety Manual.
10. Be committed to continuing professional development (both personal and employee) and the acquisition of new skills, being prepared to undertake further training as and when required.
11. To carry out additional duties commensurate with the grade in response to new initiatives in response to SSRP data and intelligence and in line with the Partnership’s overarching shared road safety strategy.
12. It will be necessary for the postholder to work outside normal office hours and to undertake evening and weekend work.

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

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| **Minimum Criteria for Disability Confident**  **Scheme\*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications**   * A recognised training qualification or significant experience in education, training, and development. * Degree/HNC or equivalent level qualification or experience in an appropriate discipline. | A/I |
| **employer_small** | **Knowledge and Experience**   * Significant experience in working with children, parents and the public * Proven ability to develop high quality educational materials * Experience of delivering and coordinating education, training or publicity programmes. * Experience of contributing in multi-disciplinary project teams. * Experienced in producing clear and concise reports and presentations. * Competent in using Microsoft Office / IT packages. * Ability to display effective judgement and act on own initiative. * Knowledge of national and local road safety strategies and policies. * Knowledge of risk assessment procedures for delivery of onsite interventions. * Experience in undertaking risk assessments. | A/I |
| **employer_small** | **Skills**   * Confident and committed to excellence and quality. * Analytical with bias for action. * Effective verbal and written communication skills with the ability to communicate to a variety of audiences. * Ability to plan and manage varied workloads for yourself and others. * Ability to work to deadlines. * Political awareness. * Interpersonal skills with the ability to persuade. * People and customer management skills. * Financial and budgetary monitoring skills. * Committed to continuing professional development and the acquisition of new skills, being prepared to undertake further training as and when required. * Full driving licence (reasonable adjustments will be considered for people with disabilities). | A/I |

This post is designated as a casual car user

**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 **Liberata Employee Services Team on 01905 947446**

**Shared Services on 01905 947446**