**JOB DESCRIPTION**

**REGENERATION AND NEIGHBOURHOODS DEPARTMENT**

**JOB TITLE:** TECHNICAL SUPPORT OFFICER - ROAD SAFETY

**DIVISION:** TRAFFIC AND ROAD SAFETY

**GRADE:** BAND 8

**RESPONSIBLE TO:** SUSTAINABLE TRAVEL OFFICER

**POST REFERENCE:**  SR-106585

**Purpose of Post**

To provide technical support in the delivery, monitoring and supervision of key areas of the Traffic and Road Safety Team including; the School Crossing Patrol service, the Council’s Bikeability cycle training programme, traffic and road safety management programmes and the National Driver Offender Retraining Scheme training function

**Main Duties and Responsibilities**

1 To oversee the day to day running of the Council’s School Crossing Patrol Service (SCP). Tasks will include;

1. To assist in the recruitment, induction and staff management of the Senior SCP Warden and the SCP Wardens.
2. To undertake appropriate regular risk assessments and supervisory visits to SCP sites
3. To assist the Traffic and Road Safety team in the overall management and development of the SCP service.

2 To oversee the day to day management of the Council’s Bikeability training programme. Tasks will include;

1. To assist in the coordination and delivery of Bikeability training in schools and for individuals including managing the Bikeability trainer team
2. To be responsible for the booking and coordination of Bikeability training delivery in schools
3. To supervise and monitor delivery of Bikeability training including training delivered, trainees completing courses and hours spent delivering the service
4. To be responsible for the completion and monitoring of risk assessments associated with Bikeability training delivery

3 To assist with the implementation of the Council’s National Driver Offender Retraining Scheme (NDORS) contract. Tasks will include;

1. To maintain stock levels at all NDORS training venues across the Cleveland and Durham areas.
2. To assist the Hartlepool NDORS team in the day to day operation of the programme including taking bookings and responding to public enquiries

4 To support the work of the Road Safety Team in implementing road safety and sustainable travel funded programmes. Tasks will include;

1. To assist the delivery of the Child Pedestrian Training (CPT) initiative including attending events, overseeing CPT delivery contracts and liaising with schools
2. To assist the work of the Hartlepool Active Travel Hub including attending sustainable travel events and supporting sustainable travel campaigns

5 To support the work of the Traffic team in areas of traffic management. Tasks will include assisting with the implementation of traffic regulation orders and bus stop information updates.

6 To monitor, manage and purchase stock and equipment connected with the areas of work including uniforms, stock and training equipment.

7 To liaise with relevant external bodies / partner organisations as necessary.

**Changes**

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: 18/4/18

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**