

JOB DESCRIPTION

APPENDIX 1

COUNCIL COUNCIL		JOB DESCRIPTION		APPENDIX 1
Post Title: Road Safety Officer		Director/Service/Sector: Technical Services		Office Use
Band: 6		Workplace: School sites across the County and County Hall		JE ref: HRMS ref:
Responsible to: Senior Programme Officer		Date:	Manager Level: N/A	
Job Purpose: To manage the development, co-ordination and delivery of the Council's practical child pedestrian training programme at schools across Northumberland.				
Resources	Staff	Direct responsibility for the supervision and co-ordination of volunteer support staff.		
	Finance	Some responsibility for requisitioning goods and materials and managing delivery notes.		
	Physical	Responsible for maintaining and accurately up keeping confidential records as well as the acquisitioning and resourcing of materials and equipment for children and instructors.		
	Clients	School teachers, parents and pupils. Direct responsibility for the health, safety and well-being of children under instruction on the highway and indirectly on other road users.		
Duties and key result areas:				
<ul style="list-style-type: none">• Mange the co-ordination and development of a programme of practical on-road pedestrian training for children at schools across Northumberland, and at external training centres as necessary.• Organise and lead on the delivery of practical pedestrian training to groups of children in the highway environment in accordance with established policies. Provide specialist and technical advice on relevant legislation, policies, practices and procedures in relation to the specialist area of practical child pedestrian training to members, senior officers, teachers, parents and the public.• Contribute towards the development of the council's road safety strategy, policies, procedures, promotion and funding initiatives• Promote the work of the child pedestrian training scheme as part of an effective communication system• Manage and maintain appropriate work records to the required service standards, observing data protection, privacy and confidentiality rules and procedures• Order and receive goods and services in accordance with financial procedures and regulations• Undertake appropriate risk assessments of the highway for training routes, and people in accordance with service standards.• Undertake monitoring and evaluation of the pedestrian training scheme• Adopt effective and constructive relationships with colleagues, schools, governors, teachers, parents, local communities and the Police for the delivery of child pedestrian training.• Assist with the operation of School Crossing Patrols across Northumberland.• Assist with the co-ordination and delivery of the Safer Routes to School programme. <p>The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.</p>				
Work Arrangements				
Transport requirements:	Travel to work sites throughout the County on a regular and routine basis.			
Working patterns:	Normal office hours apply.			
Working conditions:	Unavoidable outdoor working in all weather conditions with exposure to disagreeable conditions on a daily basis. Some contact with irate and distressed members of the public. Lone working on the highway needs concentration and awareness to ensure own and others safety.			

PERSON SPECIFICATION

Appendix 2

Post Title: Road Safety Officer		Director/Service/Sector: Technical Services	Ref:
Essential		Desirable	Assess
Knowledge and Qualifications			
<ul style="list-style-type: none"> Higher National Diploma (HND) or equivalent standard of general education, equivalent to level 5 of the National Qualification Framework Teaching or training related qualification In depth knowledge of relevant legislation, policies and procedures in relation to the specialist area of child road safety Good knowledge of Microsoft Office applications. 			(a)
Experience			
<ul style="list-style-type: none"> Experience of working with children. Experience in meeting deadlines and working to a set schedule Experience of clerical, IT and word processing systems Experience in dealing with the public in an appropriate environment Experience of completing risk assessments 		<ul style="list-style-type: none"> Experience for working in an educational background 	(a) & (i)
Skills and competencies			
<ul style="list-style-type: none"> Ability to analyse and interpret information or situations to solve problems or develop solutions. Excellent interpersonal skills to meet the demanding needs of children. Dexterity, co-ordination or sensory skills to enable safe working with groups of children in the highway. Ability to advise, guide, negotiate and persuade school head teachers, staff and parents. Communicates with individuals and groups, both verbally and in writing. Ability to organise and prioritise own workload to meet specified deadlines. Ability to work on own initiative Ability to plan own workload 		<ul style="list-style-type: none"> Current First Aid qualification although training can be provided 	(a) & (i)
Physical, mental and emotional demands			
<ul style="list-style-type: none"> Ongoing periods of standing or walking with frequent requirements for lifting or carrying equipment. Need to maintain general awareness, with prolonged periods of concentrated mental attention to ensure safe working with children in the highway traffic environment as well as checking documents and carrying out calculations. Ability to manage and supervise difficult children. 			(a) & (i)
Motivation			
<ul style="list-style-type: none"> Proactive and achievement orientated Works with minimal direct supervision 			(a) & (i)

Other

- Must hold a full British or EC driving licence

(a) & (i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits