

BATH & NORTH EAST SOMERSET COUNCIL - JOB DESCRIPTION

SERVICE AREA: HIGHWAYS & TRAFFIC

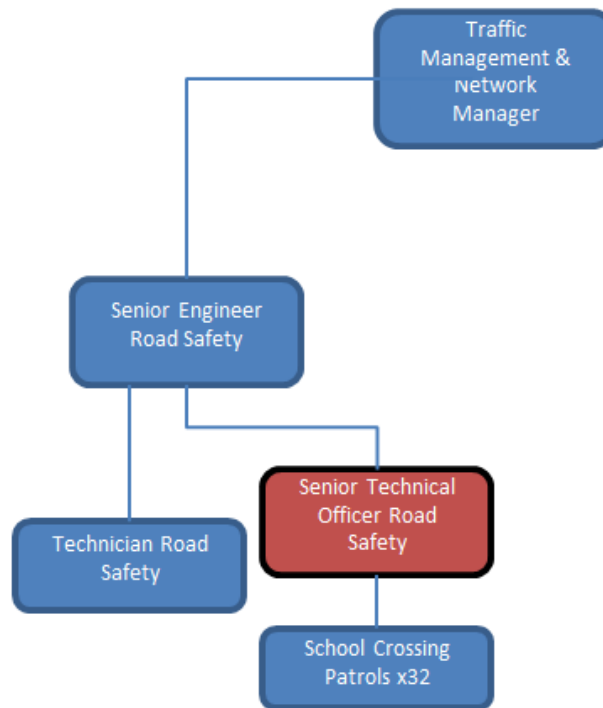
POST TITLE: Senior Technical Officer - Road Safety

POST NO: 50823G

GRADE: 7

RESPONSIBLE TO: Senior Engineer - Road Safety (50837)

**REPORTING TO THIS POST: School Crossing Patrols
(50900 permanent, 50901 casual)**



1. PURPOSE OF JOB

The primary purpose of this post is to deliver two key functions which contribute to the Council’s responsibilities for maintaining a safe road network and taking measures to reduce accidents: the School Crossing Patrol Service and Road Safety Education, Training and Publicity.

This sits within the wider responsibilities of the Highways & Traffic Service to maintain and develop a safe and efficient highway network for all users.

The post holder will manage the School Crossing Patrol Service and ensure patrols are provided at sites that meet national eligibility criteria. This includes the recruitment, training, and supervision of patrols to ensure standards and safety is maintained, and management of the associated staffing budget. Within this is responsibility for securing income from charged sites.

The post holder will also be responsible for all non-engineering road safety matters and the annual Education, Training and Publicity Programme. This involves using intelligence and data provided by the Senior Road Safety Engineer to devise, plan, implement and monitor such

road safety initiatives, within the budget that the post holder manages. It includes the procurement of specialist road safety materials and trainers, collaboration with other local authorities to increase coverage of initiatives, devising original campaigns and making extensive use of all forms of media to convey road safety messages that will influence behaviour. The success of this programme has a direct impact on the Council's casualty reduction targets in the Joint Local Transport Plan.

2. PRINCIPAL ACCOUNTABILITIES

Functional

1. Responsible for the research, planning, development, promotion and coordination of the annual road safety education, training and publicity (ETP) programme in order to effectively communicate road safety messages and influence the behavior of road users to reduce casualties and contribute to road safety targets. Identify and plan for campaigns that may need to run for several years.
2. Build and maintain multi agency relationships to devise road casualty reduction strategies. Actively seek opportunities for joint working with other teams and organisations in order to maximize coverage of campaigns and make best use of resources (eg Public Health, sustainable transport initiatives, active lifestyles).
3. Lead on the promotion and delivery of publicity campaigns relating to road safety, getting information to a large audience and specific target groups, selecting the most appropriate media for each campaign.
4. Procure appropriate external resources for the delivery of some ETP campaigns following the Council's contract standing orders procedures.
5. Give road safety presentations to various stakeholders and road user groups and lead workshop style events
6. Work jointly with traffic and road safety engineers to identify, create, promote, implement & evaluate road safety initiatives to work towards minimising local, regional and national road casualties using analysis of data.
7. Represent the Council at and be an active member of the West of England Road Safety Partnership and assist with the collaborative efforts made by this group.
8. Manage the day to day operation of the School Crossing Patrol (SCP) Service,
9. Assist in developing policies, guidelines and good working practices to ensure provision of an on-going ETP programme and School Crossing Patrol (SCP) Service.
10. Monitor SCPs at regular intervals to ensure standards are maintained and risk assessments are completed in line with B&NES Highways Health & Safety and Safeguarding policies. Maintain and update the SCP Handbook as required.
11. Ensure the Council remains up to date and compliant with national guidance and best practice in running the SCP service.
12. Liaise with the Police and relevant internal teams in relation to dangerous occurrences at SCP sites.
13. Manage the SCP Service and Road Safety ETP budgets effectively, using the information and data available to ensure best use of Council resources.
14. Order and maintain stocks of Road Safety materials & SCP uniform and equipment.

15. Receive and respond to enquiries by phone, written correspondence or face to face from members of the public, Councillors, colleagues and related agencies.
16. Develop and utilise monitoring and programming systems to ensure that SCP sites are correctly managed & road safety education is being delivered in accordance to the active road safety framework in a timely manner and within budget.

Management

1. Responsible for the recruitment, training, management and performance review of all SCPs, including disciplinary and welfare issues.
2. Promote and support effective team working to ensure objectives are achieved and team members are motivated.
3. Manage a team of SCPs to deliver the SCP service, and manage external contractors commissioned for the delivery of ETP initiatives, ensuring compliance with corporate regulatory standards and local frameworks.
4. Ensure the development, communication and achievement of team service objectives and performance targets.
5. Ensure that staff, consultants and contractors are effectively organised and resourced, and that financial performance of the team is effectively managed (taking remedial actions where required).
6. Ensure equality of opportunity in all activities and the health and safety of all service users and staff.
7. Provide professional expertise and advice on matters relating to the service area to colleagues, partners and others as required.
8. Appoint, monitor and ensure effective value for money solutions are delivered by contractors.

Working in a team

The post holder will be expected to work closely with the Road Safety Technician and Senior Road Safety Engineer in developing road safety initiatives and in delivering campaigns.

Some road safety events will require all team members to work together in support of each other.

Service Delivery

1. With the Senior Road Safety Engineer participate in the formulation of detailed team objectives and policies.
2. Ensure the effective and efficient implementation of Council policies as relevant to this role and the achievement of the Council's objectives, including financial ones.
3. Contribute to co-operative working across services and cross – service initiatives in accordance with the Council's Vision and Values.

4. Assist in ensuring services are responsive to community needs and that equal opportunity, health and safety issues are identified and addressed effectively.
5. Assist in ensuring effective external and internal working relationships are established and maintained with organisations and agencies relevant to the work of road safety..
6. Ensure effective and accessible communication with staff, service users, the general public and others as appropriate.
7. Behave in a professional manner at all times in line with the Code of Conduct.
8. Ensure equality of opportunity in all activities and to recognise diversity and equality within the workforce and ensure that the Council's policies in this area, including compliance with the Code of Conduct, are communicated and acted upon.

Other

Adopt a proactive approach to developing and maintaining excellent relationships and communication channels with a wide range of contacts including managers, external clients and suppliers, staff and employee representatives.

Represent the Senior Road Safety Engineer as required, including attendance at internal and external meetings.

Participate in project activity and lead on specific projects or pieces of work on behalf of the Senior Road Safety Engineer, taking responsibility for the achievement of outcomes within required timescales.

Ensure conformance to equal opportunity and data protection policies.

3. DIMENSIONS

The Senior Technical Officer will work within a team of specialist engineering, technical and publicity staff to deliver the Council's road safety service and fulfil its statutory duties. The post holder is responsible for:

- Revenue budget of £110,000 (for staff and publicity/training/education)
- Supervision and management of 32 School Crossing Patrol staff
- Supervision of contractor staff, such as 4 staff undertaking child seat safety checks
- Devising, implementing and managing a road safety education, training and publicity programme to reduce casualties: 1,779 people were injured on roads in B&NES between 2014-18, including 31 fatalities, representing a cost to society of more than £125 million.

4. PHYSICAL EFFORT AND WORKING ENVIRONMENT

The role is predominantly office based but site visits will be required across Bath & North East Somerset.

5. GENERAL

The post-holder will occasionally be expected to work/be available outside normal office hours including weekend and evening work for road safety events and initiatives.

The post-holder will be required to travel throughout the Bath and North East Somerset area as required to fulfil the job requirements

This job description is not a complete list of duties, but gives a general indication of the range of work undertaken. It will vary over time as demands and priorities change. The management team structures within the service operate with a high degree of collaboration and flexibility, individual service portfolios may therefore change over time and post holders are expected to undertake any other duties commensurate with the general level of responsibility of the post.

| 6. PERSON SPECIFICATION | | | |
|--|---|------------------|---|
| POST TITLE | SENIOR TECHNICAL OFFICER – ROAD SAFETY | | |
| QUALIFICATIONS: | Essential | Desirable | |
| Vocational qualification or experience to level 4 or above. | X | | |
| Approved professional qualification relevant to a similar area of work or extensive practical experience of working within a similar or relevant service area, giving rise to a variety of skills and sound understanding of the standards, legal responsibilities, work practices and processes relevant to the role. OR Additional relevant post graduate qualification. | X | | |
| PERSONAL QUALITIES | | | |
| Strong team player with a collaborative work style. | X | | |
| Highly organised and able to plan ahead but remain flexible to adapt to unforeseen events. | | | |
| The ability to be proactive, think creatively and identify development opportunities and continuing ways of improvement. | X | | |
| Ability to cope with conflicting demands and deadlines | X | | |
| Ability to assimilate new information quickly. | X | | |
| KNOWLEDGE & EXPERIENCE | | | |
| Significant practical experience of working with service user groups giving rise to a variety of technical skills and sound understanding of the services available, work practices and processes relevant to the role. | X | | |
| Knowledge and understanding of safe working practices and legislation for service areas. | X | | |
| Clear and concise communication skills – written and verbal | X | | |
| Competent in the use of internet, IT applications and social media. | X | | |
| Experience of supervising others within a comparable field of work. | X | | |
| Knowledge of relevant road safety legislation and the regulatory framework for the provision of the service. | | | X |
| Understanding and recognition of professional boundaries. | X | | |
| Understanding of financial constraints and monitoring budgets. | X | | |
| Ability to devise original or innovative campaigns. | X | | |

| SKILLS & ABILITIES | | |
|--|---|--|
| Ability to analyse designated areas of work and make decision to improve them. | X | |
| Proven ability to practically apply legislation including health and safety. | X | |
| Ability to engage with businesses and partner agencies within the relevant codes of practice. | X | |
| Ability to check for compliance. | X | |
| Ability to prepare & present evidence clearly and confidently. | X | |
| Ability to manage/organise own work to meet agreed deadlines. | X | |
| <u>Team working</u> – cooperation and flexibility. Able to give and receive constructive criticism and solicits ideas from others. | X | |
| <u>Service user/outcome focused</u> – achievement of results through appropriate decision making, evidenced based investigations, enforcements etc. | X | |
| <u>Problem solving & judgement</u> – develops solutions, makes links between identified potential issues and possible solutions, is confident in making decisions within guidelines. | X | |
| <u>Planning & Organising</u> – prioritises work, organising work for self and others to agreed deadlines | X | |
| <u>Business Awareness</u> – understands the contribution the role makes to the service and organisation as a whole and recognises how the actions of others impact on own role. | X | |
| <u>Code of Conduct</u> – demonstrates the behaviours set out in the Council’s code of conduct. | X | |