

City of Wolverhampton Council

Job Description

Job title:	Professional Lead Road Safety Training and Promotion
Directorate:	Economy
Service:	Resident Services
Location:	Any suitable location within the City of Wolverhampton
Workstyle:	Flexible
Responsible to:	Service Lead
Grade:	Grade 6

This post is subject to a satisfactory Disclosure and Barring Service (DBS) check.

Job Purpose and Role:

The post holder will work with schools and other organisations across the City to promote sustainable transport and road safety education, training and publicity initiatives to promote safer travel to school and achieve casualty reduction targets whilst supporting the Service Lead in the delivery of wider service responsibilities. The post holder will also deputise for the Service Lead as and when required.

1. To work closely with schools and educational establishments to ensure road safety and sustainable transport initiatives are included as part of the schools ethos.
2. To co-ordinate support and manage on a day to day basis team members and trainers involved in delivering education training and publicity initiatives to local schools and educational establishments.
3. To lead on preparing, co-ordinating and implementing safer routes proposals for local schools and educational establishments in conjunction with other Council teams and organisations.
4. To plan and deliver a comprehensive programme of initiatives as outlined in the Service Plan and Work Programme and ensure delivery in line within budget and set timescales.
5. To ensure programmes of work are implemented in line with Council procedures.

6. To monitor and evaluate programmes of work and provide regular reports to the Service Lead.
7. To manage and deliver effective programmes of work to address safety concerns associated with school gate parking problems.
8. To assist in providing school resources and provide an advisory and support service to schools.
9. To ensure that enquiries and complaints from Elected Members and the public are dealt with expeditiously and politely, in accordance with the Council's Customer Care Policy.
10. To assist as required in implementing the Council's standard procedures covering the procurement of goods works and/or services.
11. To ensure full compliance with the provisions of the Council's Constitution.
12. To undertake appropriate liaison with staff of other service areas, Elected members and other statutory bodies.
13. To contribute to the implementation of Travel Plans for local schools and educational establishments.
14. Representing the Council in partnerships with West Midlands and Regional bodies in the pursuit of common objectives, including contributing to the West Midlands Local Transport Plan and to regional studies.
15. The post-holder will be required to undertake duties based on the needs of the service outside normal office hours as directed by the Assistant Director, Regeneration, and in accordance with the agreed working pattern for the post and the Council's Conditions of Service.
16. To prepare correspondence, reports, notices, letters and legal evidence to effectively execute the functions of the Service and where necessary representation on behalf of the Council in respect of subsequent legal proceedings or other actions.
17. To carry out other duties, as directed, commensurate with the level of responsibility and grade of the post, subject to any reasonable adjustment required under the Disability Discrimination Act.
18. The post holder must comply with the Council's Equalities, Crime and Disorder and Health and Safety Policies.
19. To support the Council's commitment to crime reduction and community safety.
20. To support the delivery of the City Strategy and Alcohol Strategy and other citywide priorities.

21. To act in accordance with the Council's Constitution and other Codes of Conduct.
22. To participate in staff development, appraisal and training as appropriate, including continuous professional development.
23. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, General Data Protection Regulations, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City-wide priorities.
24. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
25. To participate in the wider development of the service and contribute to service improvement as required.
26. Effectively manage and review allocated contracts to ensure the required level of performance and best value is achieved in line with the Council's key strategies; as appropriate and training provided.
27. Work with key stakeholders when required to effectively manage contracts to achieve the best outcome for the delivery of the Council's objectives; as appropriate and training provided.
28. City of Wolverhampton Council is committed to Corporate Parenting.

“Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after.”

Effective date

Signature of post holder

City of Wolverhampton Council

Person Specification

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Factors	Essential	Desirable	How identified
Qualifications	<ul style="list-style-type: none"> • Minimum Grade C GCSE or above (or equivalent) in English and Mathematics or equivalent relevant experience in road safety education training and publicity, or in working with children in education 	<ul style="list-style-type: none"> • An appropriate higher education qualification 	Application form Production of certificates
Training	<ul style="list-style-type: none"> • Training in road safety or school travel issues • Training in the use of Microsoft Office or similar computer software packages 	<ul style="list-style-type: none"> • Management or supervisory training • Full driving licence 	Application form Interview
Experience	<ul style="list-style-type: none"> • Experience in a Road Safety Education training and publicity team • Working with children in education, residential or childcare settings or of providing a service for children 	<ul style="list-style-type: none"> • Experience of managing projects in a public sector environment • Supervisory experience 	Application form Interview References
Special Knowledge/Skills	<ul style="list-style-type: none"> • Excellent presentation skills • Ability to communicate effectively, orally and in writing • Good organisational skills • Computer literate 	<ul style="list-style-type: none"> • Knowledge of the functions and working of local government • Knowledge of a Road Safety service in a local authority 	Application form Interview References

Factors	Essential	Desirable	How identified
		<ul style="list-style-type: none"> • Awareness of quality systems • Awareness of the importance of monitoring projects 	
Personal Qualities	<ul style="list-style-type: none"> • Ability to work under pressure • Able to work well with others and to establish good working relationships with other officers and relevant organisations • Innovative and creative • Able to achieve specific objectives • Commitment to team working 		Interview References
Interests and Motivation Relevant to job	<ul style="list-style-type: none"> • Commitment to working with communities Interest in road safety issues 	<ul style="list-style-type: none"> • Knowledge of current road safety developments and initiatives 	Interview References
Commitment	<ul style="list-style-type: none"> • Able to demonstrate a strong commitment to public service 		Application Form Interview