

ROAD SAFETY OFFICER

Role Profile



Title	Road Safety Officer	
Grade	GRADE E	
Reference:	N484	
Reports to:	Senior Traffic Engineer	
Work style Definition	Office based hot-desk/touch down worker	
Job Type:	Semi Professional	
Primary purpose of role	To promote and implement the Council's road safety policies and carry out programmes of education, training and publicity aimed at reducing the number and severity of casualties in the City. To support national road safety campaigns locally and contribute towards achieving the government's national casualty and Plymouths local reduction targets. To support walking and cycling and other modes of sustainable travel in a safe and healthy environment; working closely with other Plymouth City Council Departments, other agencies and the community.	
Key accountabilities and key measures	Role outcomes <ul style="list-style-type: none"> Keep abreast of research, developments and legislation in Road Safety, sustainable transport and safety policy in order to ensure PCC's practices are both legally compliant and in line with best practice. (5%) Develop new ways of delivering Road Safety programmes through identification of need according to casualty data and casualty trends (10%) Key contributor the identification of priority educational focus and research needs using casualty data trends and analysis to form the Annual Road Safety programme and lead on its delivery. (30%) Act as the Council's principal point of contact on matters relating to the development and advancement 	Role measures <ul style="list-style-type: none"> PCC meeting local and national targets for casualty reduction Approved Annual Programme for Road Safety Education with clearly defined targets Innovative methods of reaching target groups deployed Target % of School Travel Education Packs – Implemented subsequently reviewed Provide data and reports to inform decision makers (e.g. SMT & Members) of trends and recommendations to help inform decisions.

	<p>of the road safety strategies, programmes and projects. (10%)</p> <ul style="list-style-type: none"> ▪ Take the lead officer role for the development, organisation and delivery of pedestrian, cycle, pre-driver, mini bus register and associated road safety education courses, particularly for vulnerable road users. Also for the creation of education resource packs and lesson plans for use by and distribution to educational establishments for delivery of road safety training. (25%) ▪ Assist with the undertaking of the annual City Collision Reduction Review and associated delivery of identified schemes (20%) 	
Key activities	<ul style="list-style-type: none"> ▪ Key Contributor to the development and implementation of the Road Safety strategy. (5%) ▪ Support the school communities in Plymouth with the development of School Travel Plans, including site assessment and Education Packs (10%) ▪ Carry out the research required to keep up to date with developments and legislation in Road Safety, sustainable transport and safety policy and review the Council's policies, processes and procedures to ensure that they are both legally compliant and in line with best practise. (10%) ▪ Undertaking Road Safety programmes focussed on data driven methodology i.e. identification of need according to casualty data and casualty trends (10%) ▪ Assist with the identification of priority educational focus and research needs using casualty data trends and analysis to form the Annual Road Safety programme and lead on the delivery of associated educational schemes. (20%) ▪ Act as first point contact on matters relating to the development and advancement of the road safety strategies, programmes and projects. (5%) ▪ Plan and execute the development, organisation and delivery of pedestrian, cycle, pre-driver and associated road safety education courses, particularly for vulnerable road users in a timely and cost effective manner. (15%) ▪ Responsible for promoting road safety, to include the co-ordination and promotion of national and local road safety campaigns, undertaking and supporting community consultation/promotion exercises, linking with other departments, agencies and neighbouring local authorities. (15%) ▪ Provide expert advice to stakeholders relating to road safety (e.g. advice into planning applications for educational establishments). (5%) 	

	<ul style="list-style-type: none"> Manage the development, design, liaison and involvement in media campaigns to promote road safety and sustainable travel, as well as web based communications. (5%) Carry out other duties appropriate to the grade of the post
Essential qualifications/ knowledge	<ul style="list-style-type: none"> Minimum of 5 GCSE's at grade A-C (9-4) or equivalent (Maths and English required) Knowledge of key road traffic regulations standard codes and sources of information Knowledge of government policy relating to road safety casualty reduction and speed management Knowledge of collision analysis methodology e.g. RoSPA and undertaking collision reduction schemes.
Desirable qualifications/ knowledge	<ul style="list-style-type: none"> RoSPA Collision Analysis Accreditation
Essential experience	<ul style="list-style-type: none"> Demonstrable experience of either Road Safety management or design and delivery of educational programmes or publicity programmes Previous experience of working in a highways related team Ordering stocks and supplies for training and promotional events such as road safety education material for schools, large scale events like the Learn to Live at Plymouth Pavilions. Previous experience of road safety engineering
Desirable experience	<ul style="list-style-type: none"> Monitoring and reporting of a small budget Management of volunteers such as cycling and pedestrian trainers, including monitoring performance and health & safety assessments
Essential skills	<ul style="list-style-type: none"> Excellent Organisational Skills Effective negotiation and influencing skills Ability to comprehend and summarise complex legislation and guidance notes Ability to develop effective working relationships with colleagues, external stakeholders and others Analytical and judgement skills are required to analyse and interpret information and produce reports Judgement and creative skills are required in order to solve varied problems, develop solutions and assess customer & Stakeholder enquiries Ability to undertake detailed statistical and numerical analysis e.g. casualty reduction stats and percentages against targets
Corporate standards	
<ul style="list-style-type: none"> In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance. 	

- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.
- Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the corporate equalities policy and relevant legislation.