

Role Profile

Part A - Grade & Structure Information

Job Family Code	8RT	Role Title	Safer Travel Officer
Grade	PS8	Reports to (role title)	Safer Travel Team Leader
		Directorate	Environment and Infrastructure
JE Band	269-313	Service	Strategic Transport Group
		Team	Road Safety and Active Travel Team
		Date Role Profile was created	29.03.2018

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	To reduce road casualties, (particularly child casualties) through education, training and behaviour change campaigns, and to promote more walking and cycling. This will be achieved through the provision of pedestrian training in schools (including the training of school staff to deliver the training), annual assessments of school crossing patrol sites and staff, coordination of a process to assess road safety outside schools with highway and police colleagues, and assessments of safety of routes to schools for School Admissions colleagues. The work will also include promoting and assisting schools to create school travel plans (with a particular focus on schools that have expanded), and working together with police colleagues on initiatives to improve road safety and reduce anti-social driving and parking.
Work Context	The aim of the Road Safety and Active Travel Team is to reduce road casualties, reduce anti-social driving and promote more walking and cycling. This will be achieved through highway safety engineering and infrastructure improvements, working with the police on the enforcement of road traffic law (particularly using safety cameras), and education, training and promotional campaigns to improve pedestrian and cycling skills and improved road user behaviour. The Safer Travel Team is a sub team responsible for the provision of pedestrian training and promotion of active travel via schools (for example promoting and assisting with creating School Travel Plans and Golden Boot challenge). The team also lead on a process to assess road safety outside schools, assess the safety of route to school and manage the school crossing patrol service. The team works closely with a range of other teams in the council's Environment and Infrastructure Directorate including Highways, Transport Policy, Major Schemes, Passenger Transport, and Transport Development Control. The team also works with teams in other Directorates including Schools Admissions and Property Services. The team also regularly responds to queries from county council members and schools and also works with District and Borough colleagues, members and parish councils. A key partner is the police with whom a range of road safety initiatives and campaigns are commissioned jointly as part of the Drive SMART road safety partnership. The post is based at Quadrant Court in Woking, and the post holder is required to travel around the county to visit highway sites, and attend meetings at various offices, so the post holder will require a valid driving licence. There may be occasional conferences and training to attend elsewhere in the country too.
Line management responsibility if applicable	Not Applicable
Budget responsibility if applicable	Not Applicable

Representative Accountabilities Typical accountabilities in roles at this level in this job family	Planning & Organising • Undertake and coordinate projects, feasibility studies and reviews in a defined area of activity to support and enhance service delivery. • Provide a range of specialist services advising and assisting customers in area of expertise, to maximise service quality, efficiency and continuity. • Plan and prioritise own work activities for the months ahead, to ensure operational efficiency. • Respond effectively to changing demands, adjusting priorities as needed. Policy and Compliance • Ensure personal and where appropriate team compliance with established protocols, procedures and practices. • Audit and monitor compliance of 3 parties with council requirements. People & partnerships • May manage staff, or supervise the work of others, allocating and prioritising work and managing performance to secure efficient service delivery. • Resolve issues/queries independently, recommend alternative solutions if unable to assist, and ensure efficient, day-to-day customer service is delivered. Resources • May be required to maintain specialist equipment, systems and software (or maintain knowledge of these in some roles) • May manage or assist with budget/resource management in accordance with the council policies and procedures. Analysis, Reporting & Documentation • Collate, store, record and analyse relevant data producing high quality reports, controlling data quality and integrity and recommending actions as appropriate. Duties for all Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	• Educated to 'A' level, HND standard, or equivalent or able to evidence ability at an equivalent level. • May require a qualification relevant to the specific nature of the role. • Knowledge of relevant legislation, practices and policies applicable to specialist area. • For some roles a relevant degree may be required. • Excellent IT skills, including MS Office and database management systems. • Ability to undertake technical work relevant to the role. • Excellent written and oral communication skills with the ability to build sound relationships with customers. • Ability to apply specialist knowledge to respond to complex enquires from a range of stakeholders. • Previous experience processing, analysing and reporting data. • Previous practical experience in a relevant field. • Ability to manage a range of projects through to completion. • Effective interpersonal, influencing and negotiation skills. • Experience of leading a team (where appropriate).
Details of the specific qualifications and/or experience if required for the role in line with the above description	
Role Summary	Roles at this level may manage a straightforward operational activity or small team or provide specialist support services or they are at a graduate level of a professional discipline. They have in-depth knowledge of methods, systems and procedures and possess practical understanding in one or more technical or specialist disciplines. A thorough knowledge of their own area or discipline is required although overall supervision from a more experienced professional is available. They work collaboratively with customers, staff, partner organisations, agencies and/or contractors and play a major role in maintaining quality standards and/or engaging in project management.
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