

Role Profile

Part A - Grade & Structure Information

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| Job Family Code | 9RT | Role Title | Road Safety & Schools Active Travel Assistant Engineer |
| Grade | PS9 | Reports to (role title) | Road Safety & Schools Active Travel Engineer |
| | | Directorate | Environment, Transport & Infrastructure |
| JE Band | 314-370 | Service | Highways |
| | | Team | Safety Engineering Team (part of the Road Safety and Sustainable School Travel Team) |
| | | Date Role Profile was created | Aug-25 |

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.

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| Role Purpose including key outputs | <p>The post holder will support the Road Safety and Schools Active Travel Engineer in the project management and delivery of the £2.5 million Road Safety Outside Schools budget, which forms part of the Vision Zero Road Safety Capital Investment Programme. Schemes are identified through the Road Safety Outside Schools policy and aim to improve road safety, promote walking and cycling, and discourage private car use.</p> <p>These schemes may include: Improved pedestrian crossing facilities, Traffic calming measures ,Parking restrictions, Cycle infrastructure, Point closures, School Streets and other road safety and active travel initiatives.</p> <p>The post holder will be part of the Safety Engineering Team and will work closely with the Safer Travel Team to ensure infrastructure improvements are aligned with school travel plans and road safety education and training. Both teams are part of the Road Safety and Sustainable School Travel Team.</p> |
| Work Context | <p>The aim of the Road Safety and Sustainable School Travel Team is to reduce road casualties, reduce anti-social driving and promote more walking and cycling and sustainable travel to school. 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 provision of pedestrian and cycle training and a large part of the promotion of active travel is undertaken via schools. The team works closely with a range of other teams in the council's Environment Transport and Infrastructure Directorate, including Highways Engagement and Commissioning, Transport Policy, Major Projects, Place Making, Passenger Transport and Transport Development Control, along with teams in the Children, Families and Learning Directorate. The team also regularly responds to queries from County Council Members and schools, whilst also working with District and Borough colleagues/Members and Parish/Town Councils. A key partner is Surrey Police with whom a range of road safety initiatives and campaigns are commissioned jointly. The post is based at Victoria Gate, Woking, with the council promoting an agile working approach which includes regular Office attendance. The post holder is also required to travel around the county to visit highway sites, attend meetings at various offices, including attending evening meetings. There may be occasional meetings or conferences to attend elsewhere in the country. This requires the post holder to have a valid driving licence.</p> |
| Line management responsibility if applicable | No line management responsibility. |
| Budget responsibility if applicable | No direct budget responsibility |

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| Representative Accountabilities Typical accountabilities in roles at this level in this job family | <p>Planning & Organising</p> <ul style="list-style-type: none"> • Deliver projects and/or audits within a defined area of work as directed to input to relevant strategies and contribute to the delivery of directorate objectives. <p>Policy and Compliance</p> <ul style="list-style-type: none"> • Input as required to the development of strategies and policies. • Provide guidance and support to stakeholders as required to ensure policy and specification compliance. <p>People & partnerships</p> <ul style="list-style-type: none"> • Deliver high quality technical advice/ services engaging a range of stakeholders. • Liaise, communicate and build relationships with other departments, customers, partner organisations, agencies and/or contractors to engage and consult on plans or projects as appropriate. • May manage a team to deliver standardised processes and ensure all officers are appropriately supervised, managed and trained. <p>Resources</p> <ul style="list-style-type: none"> • Ensure that work and projects are delivered within agreed resources and assist with budget/resource management in accordance with council policies and procedures. • May have delegated responsibility for a budget(s). <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Assess data and conduct analysis in a technical area, presenting results and putting forward recommendations to support decision making. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>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.</p> |
| Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics | <ul style="list-style-type: none"> • Appropriate technical qualification at Degree, HND or HNC level. • May require a specialist technical qualification or membership of an appropriate professional institution. • Sound understanding of subject matter, legislation, principles and practices relevant to the technical area. • Ability to apply project management principles and techniques to manage a range of projects through to completion. • Practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public. • Ability to work on own initiative, with solution focused problem solving skills. • Proven written and oral communication with the ability to engage and work in collaboration with others. • Comprehensive knowledge of computerised business systems. |
| Details of the specific qualifications and/or experience if required for the role in line with the above description | <p>Significant experience of highway engineering and local highway improvement schemes. Experience of working with Police, Local Government and other external bodies. Willingness and ability to travel around the county to visit highway sites, and meetings at various offices and attend evening meetings and site visits. The post holder will require a valid driving licence. Experience of road safety audit and and road casualty data analysis would be beneficial but not essential.</p> |
| Role Summary | <p>Roles at this level are technical specialists professionally qualified in their specialist area. They will provide technical and regulatory guidance and advice to a range of stakeholders in order to assess and mitigate risk and monitor and ensure compliance with relevant requirements. They will have a fair degree of autonomy and work closely with a range of technical and non technical stakeholders. Forward planning could be for months ahead and the role will contribute to longer-term development.</p> |
| Reference Number | BM-2025-335 |