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| **Service and job specific context statement** | |
| **Directorate:** | Business and Environmental Services |
| **Service:** | Highways and Transportation |
| **Post title:** | Road Safety Assistant |
| **Grade:** | Grade D |
| **Responsible to:** | Team Leader, Road Safety & Active Travel |
| **Staff managed:** | None |
| **Date of issue:** | April 2020 |
| **Job family:** | **P&T - Professional & Technical** |

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| Job context |
| The Road Safety & Active Travel team delivers the councils statutory services to provide road safety education, training and publicity programmes and collision and casualty data analysis and services.  Additionally, the team delivers a programme of road safety and active travel programmes that are designed to reduce road casualties and increase active travel on behalf of the Director of Public Health and the 95 Alive York & North Yorkshire Road Safety Partnership.  The purpose of this role is to organise, help to devise, resource and deliver road safety education and training programmes to schools and their communities, primarily child pedestrian and cyclist training but also including some other educational and road user skills training when required.  To organise the Bikeability programme delivery and administration within their area under the supervision of the Team Leader, Road Safety & Active Travel.  Assist with the organisation and running of road safety events within the school and wider communities in their district area and in support of other areas when required.   * This post is part time, term time * The work is mainly Monday to Friday but some weekend and evening working may be required. * A full DBS clearance is required |

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| Structure |
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Team Leader, Road Safety & Active Travel

Bikeability Instructors

Road Safety Assistants x7

1x Sustainable Travel Officer

2x School Crossing Patrol Manager

1 x part time Walked Routes Assessor

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| Job Description | |
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| Job purpose | To contribute to the delivery of road safety education, training and publicity.  To provide Bikeability cycle training in line with the current code of practice and instructor manual. |
| Operational management | * Liaise with Team Leader, Road Safety & Active Travel to deliver National Standard Bikeability cycle training courses. * To organise, book and ensure the delivery of child cyclist training courses within schools and other venues in their area. * To keep a secure record of attendees and other course documents. * To ensure that instructors, training materials, resources and equipment are provided for each training course. * To ensure a prompt response to enquiries from schools, families and the general public * To assist with the promotion of road safety training programmes and other publicity initiatives * To assist at public road safety events working with partner agencies and authorities and with the general public. * To keep any equipment and storage areas in a tidy and safe working environment both from an organisational and health and safety aspect. * To be a designated key holder for the equipment store for the area. * Instruct students to achieve National Standard Bikeability competencies. * Conduct Risk Assessments before training sessions. * Check that cycles are roadworthy, and helmets meet required standards and adjust helmet fit as necessary. Assess and rectify minor emergency adjustments/repairs as necessary. * Manage on road sessions in line with the code of practice and site specific risk assessments. * Conduct/arrange assessment of trainees and give appropriate feedback * Manage training sessions to ensure appropriate implementation of health & safety and risk management policies and procedures. * Complete accurate written assessment reports for each student. |
| Communications | * To have good verbal communications with colleagues, school staff and the public. * Liaise with School Staff and colleagues. * Establish acceptable behaviour and maintain discipline within the group. * Assist with the general promotion of the service. |
| Partnership / corporate working | * To work with colleagues to help provide a strong customer-focussed service. |
| Resource management | * Be responsible for PPE and other equipment issued. * Carry out routine equipment inspections and maintenance checks. Keep associated records and report any faults. * Ensure that equipment and materials are kept in good working order. * Reorder materials in a timely, planned way to ensure that service delivery is maintained. * Maintain adequate levels of stock items of Road Safety resources for planned events and basic stock items. |
| Systems and information | * Maintain a diary booking system for cycle training courses. * To ensure that all training, administrative and staff records are correctly maintained, stored and submitted. * To provide administrative and practical support to Team Leader, Road Safety & Active Travel and Partnership staff. * Comply with the requirements NYCC policies and procedures, such as Health and Safety legislation and Risk Assessments. * Ensure that personal data and records are correctly secured and protected in line with Data Protection and NYCC requirements e.g. school pupil attendance records. |
| Safeguarding | * To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate. |

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| Person Specification | |
| Essential upon appointment | **Desirable on appointment** |
| Knowledge   * Understanding of administrative tasks, record keeping and report writing * Understanding of the principles of safer cycling on the public highway * Understanding of the principle of Road Safety Education, Training and publicity * Using databases to maintain records * Geographical knowledge of County. | * Health & Safety * Bicycle maintenance * Conducting risk assessments |
| Experience   * Maintaining databases to record information * Road user as a cyclist * Working with children / young people * Ability to keep accurate records and to write clear reports. | * Teaching / coaching cycling skills * MS Excel |
| Occupational Skills   * Oral and written communication skills * Ability to work with minimal supervision and self-motivator * Ability to ride a bicycle confidently and competently on road. * Ability to travel across the County * Literacy and Numeracy Skills to Level 2 * Time Management. * Organisational skills. * Problem solving. * Willingness and ability to work as part of a team * Willingness to undertake further training | * National Cycle Training Standards Accreditation * First aid qualification / experience |
| Other Requirements   * Must be available to work during school terms. |  |
| Behaviours | [Link](http://www.northyorks.gov.uk/article/23524/What-you-should-know-before-applying-for-a-job) |

NB – Assessment criteria for recruitment will be notified separately.  
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.