

Rutland County Council

Job Description

Job Title:	Road Safety Officer
Grade:	SO1
Department:	Places
Team:	Transport Strategy
Line Manager:	Transport Strategy Manager

Purpose of the Job:

To contribute to the road safety target of reducing road traffic casualties in Rutland through the implementation of education, training and publicity, and working with partners to deliver engineering and enforcement measures.

Key responsibilities:

1. To regularly analyse local statistical collision data to ensure the Council, along with partners, are targeting the relevant road users and road safety issues through engineering, enforcement, education, training and publicity.
2. To maintain and manage the road accident mapping systems.
3. To liaise with Highways on potential safety engineering matters that are identified through collision data.
4. To work with partners to promote safe and responsible use of the highway, and to identify and support enforcement and awareness campaigns targeting key issues, such as Fatal 4 (speeding, driving under the influence of alcohol or drugs, mobile phone and seat belt usage).
5. Develop an integrated approach to road safety issues affecting schools and other establishments, working with the Safe and Sustainable Officer to deliver improvements.
6. To lead in the development, review and monitoring of road safety related policies and strategy documents, including, the Council's Road Safety Guide and forthcoming associated technical document.
7. To assist with the preparation and delivery of funding bids associated with road safety and sustainable transport initiatives.
8. Lead in the organisation, delivery and monitoring of road safety education, publicity, campaigns, projects and training, particularly focusing on our vulnerable road users (including, but not limited to young drivers, older drivers, cyclists, pedestrians and horse riders).



9. Lead in the organisation, delivery and monitoring of school based road safety education programmes – targeting primary schools, secondary schools and colleges.
10. Represent RCC at relevant partnership groups, such as: The Safer Rutland Partnership, the Leicester, Leicestershire and Rutland Road Safety Partnership and relevant Midlands Service Improvement Groups.
11. Co Ordinate the Rutland Road Safety Partnership.
12. To liaise with other authorities on good practice, including comparison of performance and service delivery and to implement changes as appropriate.
13. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.

This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post.

Person Specification

Qualifications:

Educated to GCSE or equivalent - must include Maths and English at minimum grade A-C

Experience:

Experience within a similar role
 Experience of writing letters and reports
 Interest in sustainable transport policy and engagement
 Experience developing and monitoring policies and strategy documents
 Experience of partnership working
 Experience in developing and delivering projects and initiatives

Knowledge:

Knowledge of national road safety policies, legislation and guidelines

Skills:

Proficient in the use of Microsoft Office software, with Data analysis skills
 Good oral and written communication and the ability to deliver presentations
 Ability to act on own initiative
 Good interpersonal skills

Values:

Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.
 Able to work from home
 Able to work from RCC offices and deliver project and campaign work on site in Rutland where required.
 Able to work "outside" normal office hours when required to do so including some attendance at evening and weekend meetings.

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