**Job Description**

**Post Title Road Safety Training Coordinator**

**Role Profile** - Specialist BCP Bd G

**Service/Team** - Planning and Transport, Transport & Sustainable Travel, Network Management, Road Safety

**Reports to** - Senior Road Safety Officer (Education)

**Responsible for** - N/A

**Number of posts** - N/A

**Post number** - 3757

**Career Grade** N/A

**My job improves the quality of life for the people of Bournemouth, Christchurch and Poole by providing schools, groups and individuals with high quality road safety training skills, including at the roadside, within the classroom and at public events, to help reduce casualties and keep BCP Council’s residents safe.**

**The role of the Road Safety Training Co-ordinator is to help fulfil the Council’s Statutory duties under Section 39 of the Road Traffic Act 1988 to reduce road casualties and to support of the Council’s Local Transport Plan (LTP4) objective to help promote safe and active travel.**

**Job Overview**

To deliver road safety education and training to schools, groups and individuals within the Council’s Road Safety, Transport and Network Management Team.

The post is responsible for the development, co-ordination, planning, delivery, and monitoring of road safety training and education to schools, outside groups and the public, including at public events.

Working within the Council’s policies and financial priorities, to manage the resources available to maximise the road casualty reduction outcomes and help support safe sustainable travel to align with the Council’s statutory duties, Fourth Local Transport Plan (LTP4) vision, corporate strategy objectives and policies and to support and co-ordinate these activities with the Dorset Road Safe (DRS) partner organisations wherever practical and appropriate.

**Key Responsibilities**

* Build effective and positive long-term partnerships with schools and other relevant organisations to deliver high quality road safety education training.
* Identify, co-ordinate, train and manage suitable volunteers to provide and support the delivery of road safety training to large groups or individuals of all ages, including children.
* Train children directly and/or with the support of volunteers by verbal instruction, written, mentoring, coaching, demonstration, guidance and any relevant and effective means to help them reduce their risk of injury on our roads.
* Maintain records of individual training events and programmes of training.
* Measure and monitor the effectiveness of training events and programmes.
* Maintain awareness of best practice across training activities and adapt practices to reflect these and optimise the training outcome.
* Undertake appropriate risk assessments and ensure training is delivered safely. Ensure near misses or incidents are recorded and reported immediately using appropriate channels
* Ensure that the needs of those with protected characteristics are recognised and take measures to adjust training to accommodate individuals as far as reasonably practical.
* Maintain awareness of safeguarding issues and ensure that any concerns are reported.
* May be required to act as a lead, allocating work and coaching others.
* Also able to work effectively as part of a team adapting own role to maximise the overall effectiveness of the team.
* Contribute to and celebrate the success of the whole team.
* Encourage and listen to new ideas from everyone and be positive about change.
* Share open and honest feedback in a constructive manner.
* Contribute to the local road safety partnership by ensuring best practice and training is delivered in a way which has the maximum impact and identifying new viable training initiatives.

**Specific Qualifications and Experience**

* 3 A levels, NVQ 4, HND or diploma (or equivalent experience) (Essential)
* Good knowledge of ICT including Excel, Word, Outlook and other

programmes relevant to the role (Desirable)

* Good knowledge of the work practices, processes and procedures

relevant to own area of work, including broader commercial awareness (Desirable)

* Flexible approach to case work, understanding different customer needs (Essential)
* Provide advice on a range of issues within set guidelines (Desirable)
* Analyse data and interpret customer information, highlighting relevant

trends or issues to managers in order to support informed decision making (Desirable)

* Co-ordinate processes and systems in relation to workflow management (Desirable)
* Awareness of Health and Safety and associated issues (Desirable)

 **Personal Qualities & Attributes**

* Able to engage with and teach children and adults so that their life skills are continually developed
* Use curiosity about the way things are done to recommend, create and implement more effective ways of working that will enhance customer experience and training outcome for the future. Question raised in the PS – does this relate to the grade – if not, can we remove or change it.
* Use effective interpersonal skills to develop solutions to a range of problems.
* Ability to work as part of a team.
* Represent the Council effectively with a commitment to focus on customer care.
* Recognise the value of diversity within the team and the need to meet the diverse needs of the public, paying particular attention to people with protected characteristics.

**Job Requirements**

* Member of a professional body, enhanced DBS check.
* First Aid Certification.
* Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car or bicycle.
* Work term time only, typically during the working week.
* Work times can be extended by agreement to suit schools or groups or attend public events as required.