**Person Spec**

**Post Title Road Safety Training Coordinator**

**Role Profile** - Specialist BCP Band G

**Service/Team** - Growth & Infrastructure, Transport, Transport Network

**Reports to** - Transport Network Manager

**Responsible for** - N/A

**Number of posts** - N/A

**Post number** - 11063 (was 3757)

**Career Grade** N/A

**Specific Qualifications and Experience**

* 3 A levels, NVQ 4, HND or diploma (or equivalent experience) (Essential)
* Flexible approach to case work, understanding different customer needs (Essential)
* Good knowledge of the work practices, processes and procedures

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

* Co-ordinate processes and systems in relation to workflow management (Essential)
* Awareness of Health and Safety and associated issues (Essential)
* Ability to work as part of a team (Essential)
* Good knowledge of ICT including Excel, Word, Outlook and other

programmes relevant to the role (Desirable)

* 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)

* Use effective interpersonal skills to develop solutions to a range of problems (Desirable)

 **Personal Qualities & Attributes**

* Ability to present to both children and adults in a primary school setting.
* 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 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
* Hold a valid UK driving licence with access to own or pool car