

# Safe and Active Travel Officer – Grade 5

## Job Purpose

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead, so we are always looking for better and smarter ways to work.

You will deliver a of road safety education, training and publicity designed to influence behaviour and reduce road casualties. You will provide training and education to enable all road users to move safely in the current roads environment.

This role is based within [Environment and Climate Change](#). Find out more about [working for Kirklees](#).

## Key areas of responsibility

You will be responsible for providing training courses for children/adults on the highway, with minimal disruption to other road users.

You will undertake the training and supervision of a group of pedestrians on the highway, which will involve a constant assessment of the needs of individuals.

You will prepare the equipment and materials required for each training course and ensure at the end of each session any equipment used is removed from the highway.

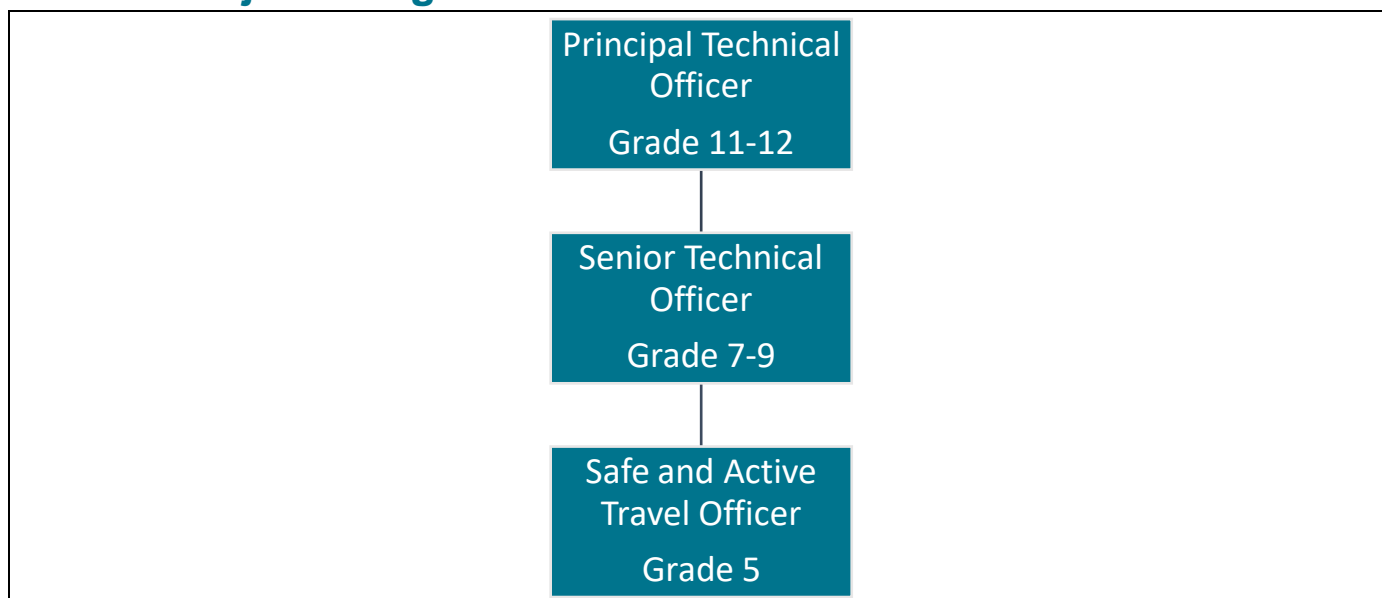
At all times, you need to be aware of the Health and Safety of individuals on the highway and be able to give First Aid assistance to individuals when necessary.

You will need to be proactive, and you will be required to liaise with supporting staff across the Service, other Council departments, Councillors and external organisations and agencies and members of the public, providing a courteous, helpful, confidential, and responsive service.

You will also be required to attend meetings and Exhibitions and work on site, as necessary.

- Contribute to, and deliver within budget, an efficient and responsive service to meet the needs of customers, the Service and political priorities.
- Work with internal and external partners including schools, businesses, communities, the voluntary sector, Councillors, other Council services and our own staff.
- Proactively develop, sustain, and promote a positive internal and external image of the Service when dealing with customers and partners.
- Support the development of the Service to help it deliver its own and corporate priorities.

## Position of job in organisational structure



## Employee Specification

| Knowledge, qualifications, skills, and experience   | Shortlisting criteria |
|---|-----------------------|
| GCSE in Maths and English (Grade C and above), NVQ2 or the ability to work at that level.   | Essential             |
| Demonstrate an understanding of the need for basic road safety on the highway   | Essential             |
| Experience of providing training to groups of children and adults   | Essential             |
| Demonstrate an ability to deliver road safety education and training programmes to all age groups covering pedestrian, cycling, in car, driver and pre driver safety  | Essential             |
| Ability to develop and deliver road safety presentations to a variety of audiences  | Essential             |
| Demonstrate an ability to work on own initiative, with minimal supervision.   | Essential             |
| Experience of presenting information in formats suitable for a variety of audiences.  | Essential             |
| Good level of IT knowledge and skills including Microsoft Office.   | Essential             |
| Knowledge of health and safety and risk issues in the workplace.  | Essential             |
| Good team working skills.   | Essential             |
| Travel is an essential part of this job and therefore it would be extremely difficult for you to do your job effectively if you did not use a car for all or most of the time. It is essential that you hold a full and valid driving licence, and it is expected that you will either use a council vehicle or your own car. | Essential             |
| Accepts an enhanced DBS and barred list check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.   | Essential             |

| Knowledge, qualifications, skills, and experience  | Shortlisting criteria |
|--|-----------------------|
| Following an offer of employment, you will be required to undertake a standard medical screening and other medical screening as determined by the Occupational Health Unit appropriate to occupation risk. | Essential             |

## Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 1. Find out more about [Council Behaviours and Expectations](#).

## General information

See your responsibilities related to [Safeguarding](#).

DBS check at the appropriate level

Driving licence or able to travel independently across Kirklees

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience, and grade of this job.

## For Office Use Only:

|              |          |                    |           |
|--------------|----------|--------------------|-----------|
| Job Category | Highways | Grading ID         | 16670     |
| Job ID       | 80100987 | Last Updated       | July 2022 |
| Job Focus    | No       | Career Progression | No        |

## Contractual Variants

|               |          |                        |                   |
|---------------|----------|------------------------|-------------------|
| DBS Category  | Children | DBS Type               | Enhanced + Barred |
| Health Check  | Yes      | Politically Restricted | No                |
| 24/7 working  | No       | Public Holidays        | No                |
| Night Working | No       | Alternating Pattern    | No                |
| Standby       | No       | Other                  | No                |
| Checked by HR | M Lunn   |                        |                   |