



# Road Safety Officer

Service	Reporting to	Grade	Salary	Location	Hours
Place	Road Safety Team Leader	3A		Hybrid home working – Swinton Civic Centre	36

## About the role

The City of Salford is a great place to live, work and visit - an area with a history of innovation and on-going regeneration. Redevelopment and construction forms the key to our success with schemes including Salford Quays, Media City, Salford University, mixed with highly desirable residential areas, and much more. Salford City Council is looking to appoint a **Road Safety Officer**. Education training and publicity throughout the city is essential to impacting road safety and mobility in our local communities for which the Road Safety Officer plays a vital role.

This is a fantastic opportunity to take on a varied, exciting role offering the chance to make a real difference to our Council, as well as Salford as a whole. The role of the Road Safety Officer will be crucial in the delivery of key road safety messages through engagement with local communities, educational establishments and workplaces.

Key aspects of the role will involve:

Providing assistance to the Road Safety Team Leader in implementing the Road Safety Policy of the City.

Delivering road safety instruction to schools and various groups in the community.

Assisting with management of the School Crossings Patrol Service.

Liaising with partner organisations to plan and deliver road safety events.



To maintain accurate records of all work undertaken and to write such reports as may be required.

To assist with the management and promotion of Bikeability delivery throughout educational establishments in the city.

Additional duties include;

Assisting in the preparation and staffing of exhibitions and displays, issuing of publicity, materials etc.

To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Chief Officer (or his nominated representative) in compliance with their contract of employment.

## Key outcomes

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- Share, promote and facilitate/implement procedural best practice for the road safety team.
- Assists with the development and implementation of road safety initiatives.
- Ensure a comprehensive and up to date programme of Road Safety Education and Training is delivered throughout the city.
- Assist in the management and co-ordination of the School Crossing Patrol Service which includes advertising vacancies, arranging and undertaking the interviews, process successful applicants, complete induction training and onsite training.
- Responsibility for keeping colleagues and management well informed so that work is co-ordinated and integrated across the department.
- Distribute road safety literature and resources to schools and residents within Salford.
- Produce written reports and summaries for senior management including project proposals, progress reports and evaluations.

## What we need from you

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Ideally the candidate would be experienced in working with children in educational establishments and confident in delivering practical and classroom based programmes.

Professional credibility through proven relevant experience.

To model and demonstrate our values and behaviours

Proven experience in working in a motivated team.

Competent IT skills including Microsoft Office application suite.

Evidence of maintaining productive relationships with key stakeholders internal and external including community groups, Highway Authorities.

Networking with similar organisations to seek out and implement best practice across the sector.

## What we can offer you

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Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews to discuss your development with your manager and create your development journey. It's important you also take full advantage of any informal learning available to you during the course of your work.

### Online learning

Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR, Equality Essentials, and Safeguarding Children and Adults. You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.



## Professional Development

Gain role-specific skills and time to learn through a wide range of development opportunities. Learn whilst working and get support towards your qualification through an apprenticeship standard. Access professional development ranging from entry-level to master's type qualifications, including achieving a role-appropriate qualification. Details can be found on [the Institute of apprenticeships](#) website.

## A digital organisation

### Developing your digital skills

Our ambition is to provide our workforce with the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills. These will be delivered through our Digital Skills Academy using both self-directed and guided learning opportunities to enable you to develop. Additionally, you can access free online courses through the [iDea website](#).

### Sharing your digital skills

Our goal is to support you to share your digital knowledge with other people. Our Digital Eagles programme is designed to cover basic digital skills and build your confidence to assist others. By the end of this programme, you will join hundreds of staff members who already are digital eagles, and be able to help colleagues, customers, residents, or people in your personal life with all things digital.

## Our organisation's values

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# Our values



**Pride**

**Passion**

**People**

**Personal responsibility**

## Application guidance

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We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.

