

Role: Collision Investigation Officer

Directorate: Highways

Salary Band: Career Grade 6 and 7

Post reference: HW94

Job Evaluation Date: 18.12.2019

Role statement **For the CIO Level 1 Post**

or purpose: To assist the Collision Investigation Manager capability and delivery for TfGM and multi-agency partnership – Safer Roads Greater Manchester (SRGM). Provide support for the SRGM on delivery of the safety camera partnership. Provide accurate collision analysis and investigation of road collisions and recommend high level interventions to our partners.

In addition for the CIO Level 2 Post

Provide training, guidance and support to junior members of staff within the team on collision analysis and provide support for the SRGM on delivery of the safety camera partnership. Provide detailed and complex collision analysis and investigation of road collisions and recommend in-depth and detailed level of intervention measures to our partners.

Reports to: Collision Investigation Manager (CIM)

	Key Role Outputs (KROs) <i>these set out what must be achieved for the post holder to be successful in the role</i>	Key Actions for the CIO Level 1 post <i>These set out how the KROs will be achieved – the activities required.</i>	Key Actions for the CIO Level 2 post. <i>These set out how the KROs will be achieved – the activities required are in addition to Level 1.</i>
1	Collision Investigation	• Undertake elements of collision hotspot studies. • Produce data specifications, including complex Trafficmaster speed queries and GMAXI collision data Identify recommendations and interventions for improvements. • Undertake statistical analysis.	• Undertake detailed collision hotspot studies using geospatial analysis. • Provide technical advice to other TfGM teams and external organisations on collision investigations. • Discuss recommendations for improvement with relevant

		- Working with Greater Manchester Police (GMP) to collect detailed and sensitive information in the delivery root cause studies into fatal and serious life changing injury collisions. - Draft reports for Functional Board. - Conduct frequent site visits and inspections.	internal and/or external stakeholders. - Apply statistical techniques in the development of collision data and risk models. - Recommend new approaches drawing from other datasets such as population data and traffic data sources. - Gather detailed forensic data to undertake root cause studies into fatal and serious life changing injury collisions.
2	Road Safety Audit (RSA)	- Act as RSA Observer and/ or develop experience towards becoming a RSA Team Member. - Carry out RSAs for internal and external clients. - Draft elements of RSA reports. - Catalogue and process clients and stakeholders' requests for undertaking RSAs. - Assist in the preparation of proposal submissions and commissioning work.	- Act as RSA Team Member or Team Leader as required. - Complete and review RSA reports for both internal and external clients. - Undertake RSA proposals offer to clients and stakeholders and the commissioning of RSAs by third party suppliers. - Support the CIM in updating and maintaining the TfGM RSA Policy and Procedure.
3	Specialist Collision Prevention and Intervention Advice and Dissemination of best practice	- Provide specialist advice to internal and external stakeholders. - Keep abreast of the latest developments within the Highways and Transportation industry. - Draft policy and procedure	Keep abreast of the latest developments within the Highways and Transportation industry and disseminate best practice to internal and external stakeholders.

		updates for dissemination to internal and external stakeholders. • Keep abreast of the work of key national policy making bodies e.g. Department for Transport; Home Office etc.	
4	Systems and Operational Management	• Draft site visit risk assessments, and risk registers. • Manage sensitive and confidential information that may not be subject to freedom of information requests. • Provide administrative support to the CIM Manager with respect to internal and external meetings. • Monitor and update SRGM social media posts and responses. • Work flexibly in managing work priorities and tasks to fit with spikes in programme delivery demands.	• Take the lead in the delivery of the team workstack. • Appoint appropriate specialists to undertake specific tasks in the operational project cycle. • Actively manage workload to respond to unforeseen fluctuations and spikes in workload where there are conflicting priorities for multiple external stakeholders.
5	Budget Management	• Provide administrative support to the CIM with respective budget setting. • Analyse time input to tasks on various projects.	• Draft fee proposals for approval and issue to clients as required. • Monitor and assist with the management of the team budget, including income and expenditure, in relation to Collision Investigation and Prevention. • To produce data and analysis to inform the budget setting process for the Safer Roads Partnership Manager and the

			Drive Safe Manager.
6	Commissioning Technical Services	- Assist in supervision of the work of road safety business suppliers including RSAs and other specialist technical activities. - Collate information and analysis for the development of business cases and grant funding and/or bid proposals. - Review the process of legal documentation e.g. Speed Limit Orders submitted for checking by Local Authorities.	- Supervise the work of road safety business suppliers including RSAs and other specialist technical activities. - Develop business cases and grant funding and/or bid proposal. - Approve and feedback information from checking the complex legal orders e.g. Speed Limit Orders submitted for checking by Local Authorities.
7	Client and Stakeholder Relationship Management	- Develop and maintain a constructive relationship with internal and external clients and stakeholders, e.g. GMP. - Attend SRGM meetings. - Draft elements of periodic reports and presentations to SRGM; internal and external boards; and TfGM Committee. - Provide support in organising and maintaining forum(s) and joint initiatives for partnership working.	- Attend regional and national meetings. - Deliver presentations on findings and presentations to stakeholders. - Set up and maintain forum(s) and joint initiatives for partnership working.
8	Provide support for the Safety Camera Operation.	Review and analyse information from Partners to identify enforcement locations affected by highway maintenance and improvement proposals. Respond to non-complex enquiries (verbally and in writing) from stakeholders or	- Respond to enquiries (verbally and in writing) from stakeholders or members of the public. - Collate data and complete the safety camera ranking models.

		members of the public or the press about the safety camera operation. • Draft periodic updates of the GM Safety Camera Handbook. • Liaise with (GMP) regarding site references, query lists, etc.	
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Compulsory Outputs (COs) <i>these set out what must be achieved for the post holder to be successful in the role</i>		Key Actions for both levels <i>These set out how the COs will be achieved – the activities required.</i>
C1	Ensure you comply with all applicable organisational legislation and policy:	• Data Protection legislation • TfGM Safety Management System • Bus Operator contractual management • Dignity at Work Policy; • Information assurance and security in line with Cabinet Office requirements; • Risk Management • Equality and Diversity legislation • TfGM Vision and Values • TfGM's Behaviours and Competencies • Section 10 of The Greater Manchester Combined Authority (GMCA) Order 2016. • GMCA Transport Protocol 4: Road Safety. • Home Office Type Approvals. • Traffic Signs Regulations and General Directions (TRSGD) and associated Traffic Sign Manuals. • Key Highways Legislation such as the Road Traffic Regulation Act 1984 and other relevant highways legislation.
C2	Any other reasonable duties as required from time to time	Deputising for the CIM, Safer Roads Partnership Manager and/or Safer Roads Lead as required.

Key Interdependencies

Key Contacts	- TfGM Highways; Marketing; Communications; Social Media; Innovation; Sustainable Journeys; Customer Relations; and Surveys, Research Analysis and Data (SRAD) Team. - Stakeholders/Partners including GMP; Greater Manchester Fire and Rescue Service; GM Districts; GMCA; Highways England; regional and national contacts. - External Suppliers. - Road Safety Support.
Direct reports	- Supervising; training; mentoring; and coaching Collision Investigation Officers and Graduates/Apprentices. - When acting as RSA Team Member – responsibility for Team Observers. - Level 2: When acting as RSA Team Leader – responsibility for Team Members and Team Observers.
Budgetary responsibility	Level 2: Responsibility for assisting the management of the budget for the function within agreed parameters with CIM. Delivery of projects within project management constraints of cost, time and quality.
Location	TfGM, 2 Piccadilly Place, Piccadilly, Manchester, M1 3BG Agile working expected.

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Created by					
Rachel Chadderton November 2019	19/11/2019	09/12/2019			

Collision Investigation Officer – Level 1 and Level 2 Career Grade <i>(Knowledge, skills and experience required at selection stage)</i>			
E	Essential Experience:	Level Required	
		CIO Level 1	CIO Level 2
E1	Experience in Collision Investigation and Prevention; RSA; and Safer Roads Engineering.	Intermediate	Significant
E2	Experience of data analysis and risk modelling using various software including spreadsheets; databases; and Geographical Information Systems (GIS) to produce visualisations software and intelligence such as Power BI.	Intermediate	Significant
E3	Experience in traffic management, parking management; and/or traffic engineering.	Basic	Intermediate
E4	Experience of developing and evaluating innovative and successful value for money solutions.	Basic	Intermediate
E5	Experience of critically and impartially reviewing proposals and setting priorities.	Intermediate	Significant
E6	Knowledge and understanding of relevant specific legislation and standards.	Intermediate	Significant
E7	Oral and written communication skills to relay complex ideas and briefings to a wide range of internal and external audiences to influence and persuade others for changes to strategy and continuous improvement.	Intermediate	Significant
E8	Experienced in the use of Microsoft Office applications, including excel and databases.	Intermediate	Significant
E9	Experience of proactively managing potential problems and devising strategies to overcome obstacles for delivery.	Intermediate	Significant
E10	Ability to respond positively to fluctuation and spikes in workloads for multiple external clients and stakeholders and maintaining outputs are not affected during periods of peak activity.	Intermediate	Significant
D	Desirable experience:		
D1	Experience of speed limit orders and traffic enforcement legislation.	Basic	Intermediate
D2	Experience in the design or RSA of light rail systems; rapid transit systems; and transport interchanges.	Intermediate	Significant
D3	Experience of safety camera operations.	Basic	Intermediate
D4	Experience of data visualisation using Microsoft PowerBI; or similar.	Basic	Intermediate

EQ	Essential Qualifications – Technical, Vocational or educational:		
EQ1	- Educated to degree level in a relevant subject or the equivalent qualification - Formal Collision Investigation/Road Safety Engineering training	Full qualification Up to 10 days	Full qualification 10 or more days
EQ2	Membership of a relevant professional institution e.g. Chartered Institution of Highways and Transportation (CIHT); Institute of Highways Engineers (IHE) etc.	Member	Member or Fellow
DQ	Desirable Qualifications:		
DQ1	Certificate of Competency (CoC) in RSA to EC Directive 2008/96/EC, or commitment to achieve status within initial 18 months.	Working towards qualification	Full qualification
DQ2	Project or Programme Management qualification.	Foundation	Practitioner
DQ3	Full valid UK driving licence.	Full qualification	Full qualification
DQ4	CSCS card holder.	Demonstrable	Demonstrable
EA	Essential Attributes:		
EA1	Use initiative to investigate and analyse safety issues and hotspots and develop and agree solutions with stakeholders and clients.	Intermediate	Significant
EA2	Understand and appreciate the impact that safety solutions may have on the development; design; operation; enforcement; maintenance; and replacement of the highway network and highways assets.	Intermediate	Significant
EA3	Ability to make positive contribution to work teams and achieve results through others.	Intermediate	Significant
EA4	Ability to prioritise under pressure and digest complex information quickly and accurately.	Demonstrable	Demonstrable
EA5	Prepared to assist others to manage fluctuations and spikes in workload.	Intermediate	Significant
EA6	Ability to be able to manage fluctuating workloads and mobilise resources to deliver within challenging timescales simultaneously to several stakeholders or clients.	Demonstrable	Demonstrable
EA 7	Ability to communicate clearly and concisely and know when it is appropriate to be assertive with excellent listening skills, good negotiating skills, strong communication and interpersonal skills.	Demonstrable	Demonstrable
EA8	Flexible and adaptable in approach to work including site visits during inclement weather conditions; during the hours of darkness; outside of normal office hours, and in potential challenging environments; with	Demonstrable	Demonstrable

	occasional travel outside of GM, including overnight stays.		
EA9	Willing to identify and participate in further relevant Continuing Professional Development and training to support membership and the annual review process for MSoRSA or RegRSA.	Demonstrable	Demonstrable
EA10	Willing to undergo police vetting process; and medical testing and assessments relating to site safety, as required.	Demonstrable	Demonstrable

Basic:	Ability to provide at least one example and an understanding of the relevant task/ principle
Intermediate:	Ability to provide more than one example and an understanding of the relevant task/ principle
Significant:	Ability to provide a number of examples and an in-depth understanding of the relevant task/ principle
Demonstrable:	Ability to provide evidence of ability to undertake the relevant task

Notes on progression through the career grade

- Progression beyond the bar to the higher grade will depend on both individual competency and whether there is a business requirement to operate at the higher level. It is not automatic.
- Post holders are considered for progression where there is evidence that they meet the criteria.
- Managers should ensure that all employees affected fully understand how career grades work, how they will be assessed and what criteria and levels of performance are required.
- Managers must assess the performance of all career grade post holders on a regular basis, during one to one meetings and at their performance review. Criteria for assessments must be fair, objective and consistent with the career grades.
- A career grade is not related to performance related pay. Progression through a career grade is dependent upon an employee performing against agreed criteria and will be discussed with the line manager. To help the employee progress, training needs should be identified through the performance review process and one to one meetings.