**JOB DESCRIPTION**

**NEIGHBOURHOODS AND REGULATORY SERVICES DEPARTMENT**

**JOB TITLE:** Road Safety & Sustainable Travel Officer

**DIVISION:** Transport & Infrastructure, Highways, Traffic and Transportation

**GRADE:** Band 11: £31,895 - £34,373 (Pay Award Pending)

**RESPONSIBLE TO:** Highways Traffic and Transport Team Leader

**POST REFERENCE:**  103187

# **Purpose of Post**

To implement, market and develop initiatives to promote road safety and sustainable travel at local level whilst linking into Government policy in support of the Local Transport Plan key aims and objectives.

To encourage changes in travel behaviour/modal shift and to promote sustainable travel and safety in schools, with residents, businesses and organisations.

Manage the road safety function including staff supervising the school crossing patrol and road safety service.

Manage, develop and co-ordinate the Council’s sustainable travel policy and link into the Tees Valley Combined Authority Strategic Transport Plan

Manage and deliver Local Growth Fund capital infrastructure schemes that encourage sustainable travel.

Liaise and coordinate with all organisations (internal and external) to ensure the effective integration of sustainable travel into all policies.

**Main Duties and Responsibilities**

1. To provide support and advice in the preparation of school, college, workplace and residential travel plans.
2. To develop and distribute information to support the promotion and delivery of sustainable travel projects, as identified by the travel plan process.
3. To identify barriers to walking, cycling and the use of public transport at organisations and schools developing travel plans, using route planning software, analysis of surveys and conducting site assessments.
4. Facilitate the implementation of physical engineering schemes to support school travel plans including traffic calming, cycle routes, safe walking routes etc.
5. Bid for capital funding through the Local Growth Fund to implement sustainable travel infrastructure and implement and coordinate all associated schemes.
6. To represent the Council at local, regional and national road safety and sustainable travel forums.
7. To provide direct line management in the road safety function including cycle training, active travel training and the school crossing patrol service.
8. To manage all capital and revenue budgets associated with service delivery and to report on them as required both internally and externally.
9. To undertake liaison, consultation and deliver presentations relevant to the delivery of sustainable travel projects, identified as part of the travel plan process.
10. To undertake regular monitoring and evaluation, including surveys at schools and organisations developing travel plans to determine effectiveness in terms of sustainable travel.
11. To form links and contribute to sustainable travel related Council initiatives including health promotion, accident prevention, environmental stewardship, climate change, carbon management etc.
12. To ensure that residents, businesses and schools are kept informed of sustainable travel policies and developments through regular meetings, conferences, newsletters and correspondence.
13. Review and evaluate the Sustainable Modes of Travel Strategy.
14. Management and coordination of education, training and publicity initiatives in support of road safety and sustainable travel projects including walking buses, public transport promotion, independent travel training, cycling and walking schemes and the school crossing patrol service.
15. To work with authorities in the Tees Valley and North East area on implementing sustainable travel initiatives and promoting local and national campaigns.
16. Work with Transport Development Management, Development Control Officers and developers as part of the planning application process giving advice on workplace and residential travel.
17. Ensure the effective integration of sustainability and road safety interventions.
18. Supervision of staff delivering sustainable travel and road safety initiatives to include the development and training of a network of HBC employees who will become trainers.
19. Effective budget control in respect of all revenue/capital budgets allocated to road safety and sustainable travel promotion.
20. Responsibility for the development and delivery of training /awareness /advice sessions to the Road Safety Team, and across HBC staff including those staff in schools.
21. To actively research and keep abreast of developments in travel planning and travel plan related techniques
22. Any other duties of a related nature, which might reasonably be allocated and required by the Highways Traffic and Transport Team Leader.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: 16.08.17

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE**

**REQUIRED.**