# **PERSON SPECIFICATION: Road Safety & Sustainable Travel Officer POST REFERENCE: 103187**

**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.**

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Educational/vocational/ occupational qualifications and/or training** * **Specific qualifications (or equivalents)** | Good standard of general education to include 5 GCSE’s including Maths and English, Grade C or above or equivalent. (F.I)  Minimum of a Level 4 qualification in a relevant discipline (Road safety, engineering, management). (F,I) |  |
| * **Work or other relevant experience** | Experience of transport policy, including travel plan development. (F.I)  Experience of working with residents, businesses and in schools in respect of sustainable travel and road safety promotion. (F.I)  Experience of co-ordinating data collection and reporting it at local and regional level. (F.I)  Experience of monitoring and evaluation of data/ performance. (F.I)  Experience of budget control and financial management of revenue and capital based schemes. (F.I)  Experience of writing bidding documents for external funding. (F.I) |  |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

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| * **Skills, abilities, knowledge and competencies** | Experience of report writing at a local and regional level. (F.I)  Can effectively use word processing and spreadsheet packages to support survey analysis and survey findings. (F.I)  Experience of partnership working at a local and regional level. (F.I)  Experience of staff supervision. (F.I)  Ability to co-ordinate internal and external consultations. (F.I) | tieodeo  Ability to ride a bike. (F.I)  Experience and knowledge of mapping software to support travel plan development. (F.I) | |
| * + **General competencies** | Ability to travel to various sites across the Borough. (F.I)  Can build effective working relationships with a diversity of individuals. (F.I)  Ability to work to tight deadlines. (F.I)  Ability to deliver a presentation (F.I.T) | Can demonstrate a commitment to team working and partnership working opportunities. (F.I.T)  Ability to prepare and apply sound and persuasive arguments to secure positive outcomes from negotiations. (F.I) | |
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**On-going Training Requirements**

The post holder will be required to undertake the following mandatory/essential training at the frequency indicated.

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| **Mandatory/Essential Training** | **Frequency** |
| Corporate Health & Safety/ Manual Handling/ Information Governance training. | As required. |

Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.