# **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 CRITERIAPlease indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)  | DESIRABLE CRITERIAPlease 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) | tieodeoAbility 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.