

Road Safety Co-ordinator

Department: Infrastructure, Housing and Environment

Division: Driver & Vehicle Standards

Reports to: Head of Driver & Vehicle Standards / Regulation Manager

JE Ref: IHE1072

Grade: 10 **JE Date:** 28/6/2021

Job purpose

The Jersey Road Safety Co-ordinator is responsible for developing and embedding the Safe System, taking an active role in incident and casualty reduction for the island. This involves working closely with key stakeholders, both within Government and its arm's length agencies (e.g. Health, Education, Youth Services, Police, Fire Service) engaging with the Parish authorities (as Highway and Policing authorities) and other commercial and non-commercial interest groups as required to act as a catalyst to improve road safety.

Job specific outcomes

Develop and manage the Safe System Delivery Programme, including budget and resources, to deliver against outcomes.

- Manage, and where necessary, actively deliver the initiatives included in the Safe System Delivery Programme such that budget is identified and progress monitored against spend, timescales and critical dates are achieved, resourcing is secured, programme risks are identified and managed, stakeholders are informed and engaged as necessary, communication and stakeholder engagement is planned and outcomes can be delivered.

Develop and maintain strong collaborative relationships with stakeholders and wider government departments to identify evidence-based initiatives to improve road safety; agree and develop with them initiatives that resolve issues.

- Plan, design and enable the delivery of each of the initiatives included with the Road Safety Programme as a project, managed to its budget and delivered as specified.
- Co-ordinate the efforts of pan-government departments and other public sector operators and those of volunteers, third parties and other providers to deliver an effective road safety outcome.
- Provide the training, support, equipment and regulatory supervision necessary for volunteers and third parties outside Government to participate and contribute to initiatives.
- Deliver an active and sustained road safety campaign through formal education across all age groups compliant with the minimum requirements of the Vienna Convention.

Identify good practice and initiatives in road safety, ways of improving compliance and performance monitoring, leading, or supporting their promotion across the island.

- Champion the delivery and development of a Safe System of delivery as part of the Jersey Road Safety Strategy
- Maintain and develop contacts with other road safety organisations in the United Kingdom and elsewhere in the world to keep current with road safety initiatives, research, statistical information, law changes and international developments in the field of road safety.
- Lead and advise on the direction and nature on the priorities of the Jersey Road Safety Strategy by preparing and presenting the outcomes of specific initiatives on island and other benchmark jurisdictions.
- Maintain the Road Safety Strategy to reflect evidence, budget, good practice, as directed by the Road Safety Programmes Board.

Act as a central point of contact for the Government of Jersey to provide information, training, statistics and advice to the Minister, Government Departments and members of the public.

- Maintain and contribute to a Road Safety website and social media pages.
- Provide a first point of contact for road safety training and advice to all age groups and all types of road users.
- Advise and coordinate activities concerning or containing a road safety aspect for initiatives delivered by other Government departments.
- Work closely with the media in order to obtain the fullest engagement in connection with the strategic aims, objectives of the States of Jersey road safety priorities and initiatives.

Recommend potential initiatives and generate business cases for the Road Safety Programmes Board. Provide reports on progress to support their decisions and strategic management.

- Advise and prepare reports on road safety issues and policy based on good practice. Prepare business cases to secure funding for road safety initiatives complying with Government of Jersey governance and investment control
- Provide regular updates on the progress of projects within the programme and an annual report on activity and outcomes.
- Investigate the collisions taking place, analyse available data on road safety, injuries, road user trends and monitoring from initiatives, liaise with the stakeholders to assess potential solutions and costs, determine best system approach to address the trends identified.
- Provide for the Board a project outline and business case drawing on analysis and evidence the effectiveness of initiatives proposed.
- Undertake post-implementation monitoring to assess the effectiveness of each intervention, provide reports of outcomes to the Board.

Working with the Board continue to update the Islands Road Safety Strategy, to contribute to Government policy development and relevant legislation.

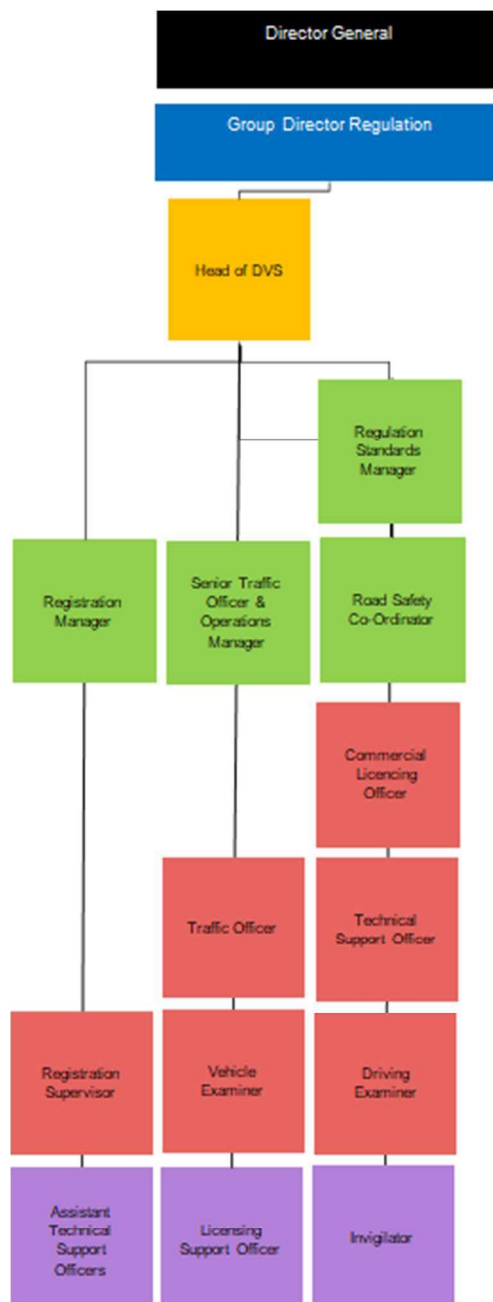
Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Services

Road Safety

Organisational structure



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required</i></p>	<p>Level 6 (degree with honours) in a relevant Degree or the equivalent body of knowledge</p> <p>DBS checked</p>	<p>A Level to at least grade C or equivalent capability in Mathematics or Statistics.</p>
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Specialist knowledge of project management methodologies such as Prince2 or equivalent.</p> <p>Proof of ongoing CPD.</p> <p>Past experience of successful project delivery.</p> <p>Experience in the delivery of the Safe Systems Approach</p> <p>Experience in the development of road safety policy within a government or local authority environment with proven results</p> <p>Experience of working collaboratively with a range of road safety stakeholders across road user groups</p>	<p>The activity and processes of Government including interaction between politicians and officials.</p> <p>Management reporting as it relates to this role.</p> <p>Knowledge and understanding of programming, scoping procedures and relevant statutory guidance.</p>
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle driving licence etc.</i></p>	<p>Computer literate with ability to operate the Microsoft Office package.</p>	<p>Teaching experience in the delivery of road safety education to a wide range of age groups (i.e. not just children)</p> <p>Knowledge of highway legislation, operators' and employers' road safety responsibilities and vehicle standards law</p>
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills,</i></p>	<p>Strong communication and stakeholder relationship development and management skills</p> <p>Good planning and organising skills so as to generate medium and long-term strategic plans for the relevant areas of responsibility.</p>	<p>Website management & competence with social media</p> <p>Clean Category B Driving Licence.</p>

<p><i>ability to delegate, motivation or commitment etc.</i></p>	<p>Ability to work on own initiative and set priorities for own workload,</p> <p>Ability to lead, motivate and manage teams to facilitate achievement of high delivery and performance.</p> <p>Ability to influence and motivate personnel in other organisations.</p> <p>Excellent verbal and written communication skills including ability to deliver key messages at a suitable level to senior stakeholders, politicians and Senior Management</p> <p>Ability to communicate confidently and effectively, to hold media interviews when required.</p> <p>Ability to influence and persuade a wide range of stakeholders in and outside the department.</p>	
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Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey tier 5 core accountabilities attributes and behaviour indicators.

Organisation chart

