**Job Description**

**Road Safety Bikeability Officer**

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| **Service:** | Highways | **Team:** | Road Safety |
| **Location:** | Countywide |
| **Salary range:** | £25,989 - £28,142 | **Grade:** | 5 |
| **Reports to:** | Road Safety Team Leader | **Staff responsible for:** | 0 |

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| **Job Purpose** |
| The Road Safety Bikeability Officer will support the commissioning of Bikeability cycle training across Lancashire. With the aim of preventing road casualties in Lancashire and improving road safety for children who travel on our highway network. Bikeability is the government’s national cycle training programme. It helps you learn practical skills and understand how to cycle on today’s roads. Bikeability gives everyone the confidence to cycle and enjoy this skill for life. The post holder will apply practical methods, techniques, work procedures or processes in support of, or delivery of the service. Therefore, the post holder is required to have strong organisational skills, attention to detail, and the ability to work independently. The post holder will support the Road Safety Manager and Road Safety Team Leader in the effective management of the Bikeability (cycle training) commissioning processes.**Scope of Work** Post holder will undertake a range of standardised procedures, some of which may be relatively complex, and use associated tools and equipment. Role holders may be expected to respond independently to unexpected problems or situations.  |
| **Accountabilities/Responsibilities** |
| * Data management using external and internal data management systems
* Data inputting
* Compiling and checking reports for internal and external stakeholders
* Interpreting information / data
* Producing work of the required standard
* Liaising with service providers
* Monitoring team mailbox
* Taking meeting minutes
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| **Other** |
| * **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work. * **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy. * **Customer Focused**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times. |
| **Our Values** |
| **We expect all our employees to demonstrate and promote our values:*** **Supportive**

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.* **Innovative**

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.* **Respectful**

We treat colleagues, customers, and partners with respect, listening to their views, empathising, and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.* **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners, and customers to help achieve the best outcomes for everyone. |

**Person Specification: Road Safety Bikeability Officer**

All the following requirements are essential unless otherwise indicated by \*

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

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| **Qualifications** |
| 3 GCSE's (A-C or equivalent, including English and Maths), or NVQ Level 3, and/or the ability to demonstrate the capability to gain relevant qualifications.  |
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| **Experience**  |
| * Previous relevant experience or the ability to demonstrate the competence to carry out the job.
* Possession of, or the ability to demonstrate the capability to gain, relevant qualifications, or equivalent where applicable.
* Enhanced skills appropriate to the job discipline.

In addition to the skills, knowledge and experience described above, you may be required to undertake other duties appropriate to Grade 5 role. |
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| **Essential knowledge, skills & abilities** |
| * Ability to work as a member of a team.
* The ability to develop good working relationships.
* The ability to work independently.
* Excellent communication & presentation skills, written and verbal.
* Negotiation and influencing.
* Good level of ICT skills including but not limited to MS Office – Word, Excel & PowerPoint.
* Ability to manage broad and varied workload and work within given parameters to deadlines and targets.
* Ability to learn to manage budget sheets.
* Recording, distributing, and monitoring project work.
* Ordering stock as required.
* Assisting the planning of events.
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| **Other essential requirements** |
| * Commitment to equality and diversity.
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| * Commitment to health and safety.
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| * Always display the LCC values and behaviours and actively promote them in others.
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| This is a hybrid working role, and there will be a requirement to regularly attend the work base of county hall. |