

Kent County Council

Job Description: Project Support Officer – Road Safety Club (Safer Road Users Behaviour Change Team)

Directorate:	Growth, Environment and Transport
Unit/Section:	Road Safety & Active Travel Group/Safer Road Users Behaviour Change Team
Grade:	KSE
Responsible to:	Safer Road User Officer

Purpose of the Job:

Support the practical delivery of primary school based 'safer road user behaviour change' interventions including the delivery of the primary school road safety programme and interventions to address localised issues in and around the school community.

Main duties and responsibilities:

1. The post holder must carry out their duties in accordance with the KCC Policy and Guidance on Data Protection, Information Governance, Equal Opportunities and Diversity Policy Statement, Safeguarding and Child Protection, the Health and Safety Policy and the Service's requirements and standards. This includes ensuring the safeguarding and welfare of children, young people and vulnerable adults the employee is responsible for or comes into contact with, reporting any safeguarding concerns to the Designated Safeguarding Lead at the setting and to their line manager.
2. Deliver the primary school road safety programme in a prioritised selection of primary schools across Kent.
3. Support the project lead, in recruiting schools from the prioritised list to participate in the programme.
4. To support the project lead to develop delivery and lesson plans associated with the primary school road safety programme to ensure the high quality and most effective outcomes.
5. To support project lead with the organisation, creation, and delivery of bespoke learning interventions for wider behavioural change activity to support safer active journeys.
6. Support the programme and wider annual safer road user behavioural change delivery plan by assisting with evaluating the learning inputs and outcomes.

7. To support the Safer Road User Behaviour Change Team projects where requested.
8. Develop and maintain good working relationships with schools, youth groups, partners and stakeholders and other KCC teams.
9. Supporting the Road Safety and Active Travel Group by promoting wider interventions.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Project Support Officer – Road Safety Club*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
Qualifications	NVQ 3 (or equivalent) or recognised training or teaching qualification
	Good general education to GCSE or equivalent level, including passes at grade or higher in Math and English.
Experience	Experience of working and engaging with students aged 4-11
	Experience of teaching or training in formal learning environments
	Experience of organising school or youth events
Skills and Abilities	Ability to develop and deliver learning programmes and resources
	Ability to work closely and engage with school management teams
	Ability to communicate and deliver road safety messages effectively to primary school aged children
	Ability to effectively employ classroom management techniques when required
	Ability to think flexibly in identifying and adopting a range of communication and / or educational techniques
	Ability to be adaptable and work under pressure
	Ability to be flexible to meet changing environments and priorities
	Ability to work within a team as well as on own initiative
	Well organised, efficient with good attention to detail
	Able to communicate effectively at all levels with internal and external stakeholders and members of the public.
Knowledge	Computer literate, experience using a wide range of MS Office software packages.
	To work without the need of direct supervision
	An understanding of youth road safety education and how this can contribute to casualty reduction.
	An in depth understanding of learning styles.
	Knowledge of behaviour change techniques
	An understanding of how to evaluate educational outcomes
	An understanding of how schools operate.
An understanding of the principles associated with child Safeguarding	
Kent Values and Cultural Attributes	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p>

Working Together - building and delivering for the best interests of Kent
Empowering - Our people take accountability for their decisions and actions
Externally Focused - Residents, families and communities at the heart of decision making

We work as a whole-council, putting our customers at the heart of everything we do. We champion public service in Kent in our values. Our work is guided by our values and demonstrates our commitment to serving the people of Kent - they are not just words; they underpin the decisions we take and are critical to how we approach what we do and the way we do it.

Key behaviours:

- Demonstrate healthy attitude to risk
- Welcome and expect change and evolving technology
- Work as a whole council
- Put the interests and wellbeing of customers first
- Be open to challenge
- Take personal and professional responsibility for your actions and performance
- Focused on outcomes
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