

Kent County Council

Job Description: *Road Safety Intelligence and Innovations Support Officer*

Directorate:	Growth, Environment and Transport
Unit/Section:	Highways and Transportation
Grade:	KR 7
Responsible to:	Road Safety Intelligence and Innovations Team Leader

Purpose of the Job:

To provide project and analysis support to the RSI&I team, lead the administration of traffic surveys and administration of the team and be the first point of contact for supply and access to key transport datasets.

Main duties and responsibilities:

1. To provide project support to both the RSI&I team leader and Analyst in the form of either project administration or assistance with obtaining/ formatting data for analysis.
2. Lead on the administration of traffic surveys for the authority. This will involve obtaining commissioned surveys from teams in the authority, maintaining the survey database and supplying data as required. This will include administering payment for chargeable data to external clients.
3. Assist the RSI&I team leader and Analyst with analysis and reporting of key datasets including traffic data, collision data and other datasets related to Safety Performance Indicators (SPIs) in support of our work with the Kent and Medway Safer Roads Partnership.
4. Assist the RSI&I team leader and Analyst with the maintenance of analysis tools and products.
5. Consider industry research and best practice of established and innovative analysis techniques and tools that could be applied to Kent to support delivery of Kent's road safety and active travel aspirations.
6. Liaise with internal and external stakeholders to identify new business problems, efficiencies or use cases that new intelligence and innovation projects could target to improve service delivery. Raise these with the team leader for delivery.
7. To undertake such tasks relating to the team's area of responsibility and other tasks as may from time to time be specified by the Road Safety and Active Travel group manager.

Footnote: This job description is provided to assist the job holder to know what his/her 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: *Road Safety Intelligence and Innovations Support Officer*

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 level 3 (or equivalent) and/or holding or working towards a full professional qualification.
EXPERIENCE	Experience of working within a data analysis (or related) field. Experience in dealing with members of the public and outside agencies. Experience of working to multiple deadlines
SKILLS AND ABILITIES	Ability to communicate effectively (both written and verbal). Able to operate with minimum of supervision. Can-do approach Computer literate. Able to use MS Office (particularly Excel). Knowledge of specialist software such as Key Accidents, ArcGIS and R Demonstrable teamwork skills and a willingness to learn and develop.
KNOWLEDGE	Understanding of the role and responsibilities of the Highway Authority and of Local Government. Knowledge of KCC's Vision Zero Strategy. Knowledge of KCC systems for handling external payments.
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> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>