



JOB TITLE:	Road Safety Manager		
GRADE:	G12	SERVICE AREA:	Highways & Transport – Transportation
JOB CODE:		LOCATION:	Civic Centre
REPORTS TO:	Group Manager [Transportation]		
SPECIAL CONDITIONS:	<p>Must hold a full UK driving licence</p> <p>Required to attend meetings outside of core hours e.g. Scrutiny, Cabinet, Committees, Partnerships etc.</p> <p>To deputise in the absence of the Group Manager</p> <p>Will be required to work on site at any location within the borough of Walsall</p> <p>Must keep abreast of the latest technical development in highway maintenance techniques, the Highway Maintenance Code of Practice, the New Roads and Street Works Act, the Traffic Management Act, the Traffic Signs Manual and any amending legislation of Regulations and Acts</p>		

At Walsall Council, we believe that people are at the heart of everything we do. In our work, the way we listen and respond to our customers and colleagues will determine the way we grow and bring Council's vision to life. To succeed, we must push the boundaries of customer service and added value - outstanding is the new standard and the new routine. Using evidence-based insight into solving problems, managers will create an environment that provides opportunities for all individuals and communities to fulfil their potential. As leaders of people, managers will:

- *Work collaboratively to develop strong working relationships and provide a bridge between the council and the communities it serves;*
- *Embrace change and strive for improvement continuously;*
- *Provide value for money to ensure services are delivered in a timely fashion, combining sustainability with quality;*
- *Challenge the status quo, enable and empower, act with integrity.*
- *Together, they will deliver services that the people of Walsall will be proud of.*

▪ **Corporate duties and accountabilities:**

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- A priority for the Council is the protection of vulnerable people, ensuring they are able to live as independently as possible. The post-holder will promote and engage with Council's responsibility to safeguard the welfare of children, young people and adults, and protect their right to be safe from harm.
- Through personal commitment and clear action, the post-holder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

Main purpose of the job role:

- To manage, lead and develop the Council's Road Safety service, in respect to engineering, education and development control, working in collaboration with Transport for West Midlands, the other metropolitan local highway authorities, emergency services, safer travel partnership, transport operators and Highways England.
- To actively contribute, on behalf of the Council, to the emerging Regional Road Safety Strategic Group. This will include meaningful input into the continuing development of monitoring tools, monitoring the local and regional multi-year action plan and the Regional Road Safety strategy.
- To lead and develop local and regional activities in support of the region's target to reduce killed and seriously injured road casualties by 40% by 2028 based on the 2015-17 average;
- In conjunction with Group Manager be responsible for the development and delivery of strategies, policies and procedures aimed at the efficient and effective delivery of the Highways & Transport service.
- Represent the Council at a strategic level, ensuring the co ordination and development of major West Midlands regional schemes or initiatives.
- To Prepare and present where required Committee, Cabinet and external organisation reports associated with the Service.

3. Role specific duties and accountabilities: *please refer to [role of the manager](#) detail or advice & guidance document*

Horizon Scanning

- In association with line management, colleagues, staff and key stakeholders develop and maintain plans, strategies and programmes to advance and maintain the highway network or the Environment in as safe and functional condition as possible.
- Responsible for the development and implementation of road safety policies and procedures that contribute to the overall vision and priorities of the Council.
- Develop frameworks to outline and inform medium term priorities in relation to national legislation, Industry and Government best practice/guidance.

Leading People

- To lead and motivate their staff, generating an inclusive, open and mutually trusting environment where people feel valued and moved to ensuring the services and Council's outputs are as effective as possible
- In conjunction with the Group Manager, be responsible for the policy development and deployment of staff under their control to ensure the effective and efficient delivery of service.

Managing Resources

- Responsible for the management of considerable budgets, monitoring and controlling spend and income and ensuring compliance with finance and contract rules.
- Assist in the preparation of procurement and contract documents and implement management and control mechanisms to ensure available resources are used as efficiently as possible.
- Formulate and develop strategic operational procedures to ensure the collation and application of appropriate data/intelligence ensuring it is appropriately managed and applied in the formulation of policy and programmes.
- Responsible for the development and use of significant IT systems used in the management and operation of the service.
- Manage, supervise and coordinate external contractors and consultants engaged on behalf of the service area or associated functions.

Managing Performance

- To monitor, manage and advance the performance of their team within given resources

- Responsible for the efficient and effective adherence to legislation with respect to Road Safety.
- Formulate and develop strategic operational procedures to ensure the collation and application of appropriate data/intelligence ensuring it is appropriately managed and applied in the formulation of policy and programmes.
- Responsible for the creation and updating of web information connected with the services activities
- Responsible for investigating and responding to complaints received in writing or verbally in relation to the delivery of the service

Managing Self

- To enhance own performance, working constructively with the line manager to identify personal strengths and agreeing action in relation to development needs.

4. Key Stakeholders and reporting lines

- Reports to Group Manager [Transportation]
- Reports over the Road Safety Team [See attached Structure Chart]



JOB TITLE ROAD SAFETY MANAGER	GRADE G12	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form =S interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours: refer to corporate behaviours document		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	S/I	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	S/I	3
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	S/I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	S/I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	S/I	3
Abilities/Skills: (refer to JE guidance document)		
Must demonstrate an in depth knowledge and understanding of relevant service	S/I	3
Must demonstrate the ability to monitor, manage and advance the performance of	S/I	3
Must demonstrate the ability to represent the Council at a strategic level, ensuring	S/I	3
Must demonstrate the ability to develop and deliver strategies, policies and	S/I	3
Must demonstrate an ability to manage and develop, implement and manage	S/I	3
Must demonstrate the ability to prepare, present and defend the Council position at	S/I	3
Must demonstrate the ability to develop, implement and manage contracts	S/I	3
Must demonstrate the ability to prepare, manage and control budgets within the	S/I	3
Must demonstrate an ability to identify the need for and implement changes to	S/I	3
Must demonstrate the ability to prepare and present where required Committee,	S/I	3
Must poses excellent communication skills both orally and in writing demonstrating	S/I	3

Must be computer literate	S/I	2
Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any.		
Evidence of continuous professional development		
Comprehensive management experience in the application and delivery of the	S	
Qualification: Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.		
Formal training to graduate or professional qualification level or equivalent in a discipline directly relevant to the service	S	
Member of a relevant professional institute or commitment to work toward.	S	
Other Essential Requirements		
An awareness of, and commitment to, equality of opportunity	I	
Awareness of, and commitment to, confidentiality and handling data	I	
Prepared by: Kathryn Moreton	Date: 23/12/2020	