**Job Description**

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

# Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

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| Job Details | | |
| Job Title: | Road Safety Cycle Training Officer | |
| Salary Grade: | £26,824 - £29,064 | Grade: 6 |
| Hours: | 456 hours per annum | |
| Team: | Road Safety Education | |
| Service Area: | Fire and Rescue | |
| Primary Location: | Fire HQ, Sterling Road, Kidlington, OX5 2DU | |
| Budget responsibility: | None | |
| Responsible to: | Road Safety Officer | |
| Responsible for: | None | |
| Job Purpose This is a brief overview of the key objectives of the job including the context within the team/department. | | |
| To deliver, monitor and examine a good standard of cycle training and road safety education taking place across the Fire Risk areas.  To train new volunteers, conduct cycle examinations to the nationally recognised standard (L1 and 2), assist with the delivery of National Standard cycle training (both Oxfordshire County Council Cycle Training (CT) and Bikeability (BAB) Schemes) and quality assure such training under the direction of the Road Safety Officer.  To contribute to developing a thriving Oxfordshire Fire Rescue Service.  This post holder is responsible for ensuring that all relevant County policies and procedures are adhered to and concerns are raised in accordance with these policies. | | |
| Job ResponsibilitiesThis is a list of the main duties or tasks that the post holder will be expected to undertake. | | |
| 1. To meet prospective volunteers and introduce and ensure understanding of Cycle Training procedures and policies. 2. To advise volunteers of their obligations with relation to Health and Safety and Risk Assessment when training. 3. Encourage establishments and schools’ participation in the CT and BAB programmes. 4. To undertake Site Assessments for suitability and inform school representative or completing OCC Risk Assessment accordingly. 5. To manage own diary appointments. 6. Deliver training to new tutors and students according to scheme standards and deliver refresher training as necessary. 7. To conduct necessary dynamic risk assessment throughout duration of course 8. Complete end-of-training administration and other applicable course paperwork including registers, assessments, course reports and results, risk assessments, consent forms etc. as required. 9. To undertake roadside examining at the end of every course. 10. To use initiative when awarding students according to their ability and of the scheme standards 11. To demonstrate diplomacy and sensitivity when delivering feedback to tutors and students 12. To ensure appropriate administration and feedback on course outcomes. 13. To ensure appropriate training standards are maintained efficiently and effectively across all Fire Risk areas 14. To attend meetings as necessary 15. To deliver road safety education for the Junior Citizens Trust 16. Accountable for safety and welfare of colleagues and trainees. 17. Ensure training is delivered in line with Health and Safety policy with an awareness of accident and incident reporting procedures. 18. To ensure Continued Professional Development is maintained and ensure updated knowledge of legislation 19. To perform other relevant and reasonable duties with reference to ability and experience. This may include occasionally some evening and weekend work 20. To promote a strong customer service focus. | | |

# Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our [corporate values](https://www.oxfordshire.gov.uk/council/about-your-council/working-oxfordshire-county-council/county-council-values).

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and, in the order, listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

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| --- | --- |
| Essential Criteria | Assessed By: |
| Good education to A level or equivalent, or comparable ability | A |
| Knowledge of the National Standard Levels 1 and 2 Cycle Training | A |
| Knowledge of the Bikeability National Standard Levels 1, 2 and 3 | A |
| Ability to teach National Standard outcome based Bikeability courses in line with Bikeability Delivery Guide | A & I |
| Possession of good customer service skills | A & I |
| Enthusiasm and commitment to Road Safety education | A & I |
| Good organisational and record keeping skills | A & I |
| Ability to work with children and adults from different backgrounds and behaviours | A & I |
| Ability to work calmly under pressure prioritising competing demands effectively | A & I |
| Ability to forge good relationships across all hierarchical levels | A & I |
| Experience and regular use of Microsoft Office applications including Word, Excel and Outlook | A & I and/or D |
| Ability to work alone as well as working co-operatively as a team member | A & I |
| Good motivational skills | A & I |
| Regular and competent cyclist | A & I |
| Ability to write accurately and concisely | A |
| Punctual and process a flexible approach to work | A & I |
| Understanding and awareness of road and traffic environments | A & I |
| Broadband/Internet access from home | I |
| Current valid driving licence | D |
| Business car insurance | D |
| Desirable Criteria | Assessed By: |
| Qualified to Bikeability National Standard Instructor | A, I & D |
| Bikeability Levels 1 to 3 | A, I & D |
| Awareness of associated Health & Safety requirements and Risk Assessments | A, I & D |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role include:

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| --- | --- | --- | --- | --- |
|  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | |  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
|  | Enhanced Disclosure and Barring Service check with Children’s Barred List | |  | Enhanced Disclosure and Barring Service check with Adults Barred List |
|  | Standard Disclosure and Barring Service check | |  | Basic Disclosure |
|  | Disqualification for Caring for Children (Education) | |  | Overseas Criminal Record Checks |
|  | Prohibition from Teaching | |  | Professional Registration |
|  | Non police personnel vetting | |  | Disqualification from Caring |
|  | Other (please specify): |  | | |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

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| Health & Safety at Work | | | | |
| You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy. | | | | |
| The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). | | | | |
|  | Provision of personal care on a regular basis | |  | Driving HGV or LGV for work |
|  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | |  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes) |
|  | Working at height/ using ladders on a regular/ repetitive basis | |  | Restricted postural change – prolonged sitting |
|  | Lone working on a regular basis | |  | Restricted postural change – prolonged standing |
|  | Night work | |  | Regular/repetitive bending/ squatting/ kneeling/crouching |
|  | Rotating shift work | |  | Manual cleaning/ domestic duties |
|  | Working on/ or near a road | |  | Regular work outdoors |
|  | Significant use of computers (display screen equipment) | |  | Work with vulnerable children or vulnerable adults |
|  | Undertaking repetitive tasks | |  | Working with challenging behaviours |
|  | Continual telephone use (call centres) | |  | Regular work with skin irritants/ allergens |
|  | Work requiring hearing protection (exposure to noise above action levels) | |  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
|  | Work requiring respirators or masks | |  | Work with vibrating tools/ machinery |
|  | Work involving food handling | |  | Work with waste, refuse |
|  | Potential exposure to blood or bodily fluids | |  | Face-to-face contact with members of the public |
|  | Other (please specify): | Comply with Risk Assessments encompassing COVID-19 social distancing measures | | |

**Agile Working**

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs.  Such changes will be made after proper consultation and shall be deemed to be reasonable after considering any personal requirements.