

CROYDON COUNCIL

ROLE PROFILE AND PERSON SPECIFICATION

DIRECTORATE: Sustainable Communities,
Regeneration and Economic Recovery

DIVISION: Sustainable Communities

JOB TITLE: Road Safety Manager

ROLE PROFILE

Job Title:	Road Safety Manager
Directorate:	SCRER
Division:	Sustainable Communities
Grade:	Grade 14
Hours (per week):	36
Reports to:	Highway Design & Commissioning Manager
Responsible for:	Up to 2 direct reports

Role Purpose and Role Dimensions:

To lead Croydon Council's road safety strategy, ensuring the delivery of evidence-based interventions that reduce casualties, promote active travel, and support the borough's wider transport and public health goals. The role will champion a safe systems approach and work collaboratively across departments and with external partners.

Commitment to Diversity:

The council has a strong commitment to achieving equal opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work and to undertake any appropriate training to challenge prejudice and/or discrimination.

Key External Contacts:

- Members of the Public
- MPs
- Residents Associations
- Emergency services
- Safer Neighborhood Teams
- Transport for London (TfL)
- London Accident Analysis Unit,
- London Road Safety Unit
- Department for Transport
- Other central/local government authorities
- Local Authority Road Safety Officer Association
- London Safety Camera Partnership
- Public Transport Service Operators
- Strategic partners and other stakeholders
- Road Safety GB
- Education establishments
- Business sponsors
- Driving Associations
- Pressure Groups
- Other relevant key stakeholders.

Key Internal Contacts:

- Executive Mayor
- Cabinet Members
- Councillors
- Departmental Colleagues
- Strategic Transport
- Planning
- Parking
- Finance
- Legal
- Communications
- Other teams as appropriate

Financial Dimensions:

- Contribute to the budget setting and monitoring.
- Identify potential external funding resources.
- Prepare and submit external funding bids to support road safety activities, projects, and programmes.
- Manage individual project budgets.
- Invoice authorisation and payments

Key Areas for Decision Making:

- Health and safety assessment
- Road safety analysis and design
- Interrogation and interpretation of collision database
- Supervision of contracts/contractors/consultants
- Development, implementation and review of Road Safety
- Education, Training and Publicity Programmes.
- Risk assessments for road safety activities and events.
- May be required to vary usual working hours occasionally during busy periods.
- Deputise for the Highway Design & Commissioning Manager when necessary

Other Considerations

<p>Is a satisfactory disclosure and barring check required? <i>(click here for guidance on DBS)</i></p> <p>What level of check is required?</p>	NO
<p>Is the post politically restricted <i>(Click here for guidance on political restriction)</i></p>	NO
<p>Is the post exempt from the Rehabilitation of Offenders Act (ROA) 1974 <i>(Click here for guidance on ROA)</i></p>	NO

**Key Accountabilities Key Elements:
and Result Areas:**

Strategic Leadership	<ul style="list-style-type: none"> • Develop and implement Croydon's Road Safety Strategy in line with the Mayor's Business Plan and Vision Zero principles. • Lead the council's response to road safety audits, collision data trends, and community concerns. • Represent Croydon in pan-London forums such as the London Road Safety Council.
Programme Delivery	<ul style="list-style-type: none"> • Manage the design and implementation of local road safety schemes, school streets, healthy neighbour schemes; 20mph zones, public realm and regeneration projects etc • Oversee education and engagement programmes, including Junior Travel Ambassadors and campaigns on mobile phone use, speeding, and active travel. Working with schools on travel planning, travel awareness initiatives • Coordinate with TfL on borough-wide safety initiatives and funding bids (e.g., LIP).
Data & Analysis	<ul style="list-style-type: none"> • Maintain and analyse STATS19 collision data and other safety datasets - CRASH, MAST, or GIS-based collision analysis tools. • Identify high-risk locations and user groups, and prioritise interventions accordingly. • Monitor and evaluate the effectiveness of safety schemes and report outcomes to senior leadership and elected members. • Commission, conduct evaluate and assess safety audits • Support road and traffic safety assessments in the technical approvals process.
Stakeholder Engagement	<ul style="list-style-type: none"> • Work with schools, residents, councillors, and community groups to co-design safety solutions. • Work with other key stakeholders such as TfL and its departments etc. to advocate for Croydon's residents' businesses in the maintenance/safety development of Croydon's highway assets. • Collaborate with the Metropolitan Police, London Fire Brigade, and Public Health teams as appropriate • Work with other stakeholders (network rail, environment agency, bus/train operators, neighbouring authorities etc. as appropriate • Respond to member enquiries and public consultations on road safety matters.

Compliance & Governance	<ul style="list-style-type: none"> • Ensure all road safety work complies with DfT/TfL guidance, Croydon's transport policies, and statutory duties under the Road Traffic Act, Road Traffic Regulations Act, Traffic Management Act, Highways Act and other related acts of parliament as well as adopting good practice referencing key guide documents such as design manual for roads and bridges, traffic manuals; road traffic signs and general directions act etc • Contribute to the council's wider transformation programme by embedding safety into all transport traffic highway and regeneration projects.
Confidentiality	<ul style="list-style-type: none"> • Treating all information acquired through employment, both formally and informally, in confidence. There are strict rules and protocols defining employee access to and use of the council's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.
Data Protection	<ul style="list-style-type: none"> • Being aware of the council's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the EU General Data Protection Regulation ("GDPR") for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply • Maintaining customer records and archive systems in accordance with directorate procedures and policies as well as statutory requirements • Treating all information acquired through employment, both formally and informally, in accordance with the Workforce Data Protection Policy • There are strict rules and protocols defining employee access to and use of the council's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.
Contribute as an effective and collaborative team member	<ul style="list-style-type: none"> • Participating in training to demonstrate competence. And undertaking all relevant training as required • Participating in the development, implementation and monitoring of service plans • Championing the professional integrity of the service.

Equalities and Diversity

- The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, undertake any appropriate training to help them to challenge prejudice or discrimination.

Health and Safety

- Being responsible for own Health & Safety, as well as that of colleagues, service users and the public.
- Employees should co-operate with management, follow established systems of work, use protective equipment and report defects and hazards to management
- Managers should carry out, monitor and review risk assessments, providing robust induction and training packages for new and transferring staff, to ensure they receive relevant H&S training, including refresher training, report all accidents in a timely manner on council accident forms, ensure H&S is a standing item in team meetings, liaise with trade union safety representatives about local safety matters and induct and monitor any visiting contractors etc, as appropriate.

PERSON SPECIFICATION

Job Title: **Road Safety Manager:**

Essential knowledge:

- Application of the principles of highway, environmental and traffic engineering in road safety matters
- Strong understanding of UK road safety legislation, design standards (DMRB, TSRGD), and TfL guidance.
- Sound understanding of techniques for monitoring, managing and consistently achieving high levels of performance and quality in delivery service.
- Conducting and evaluating traffic survey and accident data
- Use specialist road safety software
- Working within the procedures and decision-making processes of a complex, politically directed organization.

Essential skills and abilities

- Communicate effectively in a variety of styles on complex issues to a wide range of audiences
- Host meetings such as Croydon Road Safety Partnership.
- Work under pressure, both independently and as part of a team, using initiative to achieve set deadlines and manage conflicting priorities
- Understanding of and ability to innovatively promote the Council's sustainability agenda in service delivery.
- Promoting and supporting road safety education in schools and colleges through the timely supply of publicity materials and professional technical advice.
- Ability to read and understand fundamental collision data
- Familiar and ensure compliance with legislation relating to race and disability Acts, child protection and sexual harassment laws.
- Represent the council at meetings and events.
- Use range of presentational equipment and advise on choice and purchase.
- Ability to lead teams and manage budgets.

Essential experience:

- Proven experience in road safety engineering or transport safety management.
- Interrogation of collision databases.
- Safety audits of engineering schemes.
- Presenting to and engaging with range of audiences, including school children.
- Multi-disciplinary working.

Special conditions:

- Degree in Civil Engineering, Transport Planning, or related discipline.
- Membership of CIHT, ICE, or similar professional body

- Demonstrate competency through professional qualifications and academic record and/or extensive relevant experience in road safety.
- Ideally hold a post-graduate qualification in traffic and road safety management.
- Attend meetings and other duties occasionally outside normal working hours.
- Ability to travel widely about the borough and to work outside in all weathers.
- Commitment to high standards of customer service
- Must hold a current full driving licence.