**Prevention Officer (Road Safety) Job Description and Person Specification**

**Devon and Somerset Fire and Rescue Service**

**Job Title:** Prevention Officer (Road Safety)

**Grade:** 4

**Department:** Service Delivery Prevention

**Reports to:** Watch Manager Road Safety Partnerships

**Line manager responsibilities:** To oversee road safety advocate activities at events

**Updated:** 16 November 2022

**Main purpose of job**

To support the Watch Manager and Road Safety team in the reduction of those killed and seriously injured caused by preventable incidents within our service area, assisting in the design, delivery, and evaluation of prevention interventions that are identified to target the most at-risk groups, in line with the service delivery plan and prevention team strategies.

The role will oversee a team of Road safety Advocates along with community safety advocates to assist the Watch manager in the delivery of Prevention interventions across Devon and Somerset. To actively support Service Objectives by working with fire service personnel, partnership agencies and other third-party organisations.

**Main responsibilities and duties**

**Knowledge**

* To assist the Watch Manager and Road safety Team with cohesive partnership working in line with DSFRS Road Safety Strategy and Delivery Plan.
* To maintain adequate understanding of existing and emerging road related risks within our communities, such understanding to include the “Safe Systems Approach” and High-Risk Pillars e.g. Young drivers and passengers; Motorcyclists etc.
* To attend suitable training courses to maintain a high level of subject understanding.
* To react appropriately as directed by the Watch Manager to emerging patterns and trends including working with partners and assist the Watch Manager in utilising multiple data and intelligence sources to target those most at risk’.

**Supervision of advocates**

* Under the instruction of the Watch Manager to oversee and actively engage in the day to day running of advocate staff in line with DSFRS Policies and Procedures. This includes supporting advocates through induction and training where required.
* As directed to do so by the Watch Manager to monitor the performance of Advocates whilst delivering risk reduction activities through quality assurance, using set quality standards, and showcasing Best Practice.
* Under the instruction of the Watch Manager to oversee and monitor the day-to-day tasks and schedules of advocates. Ensuring pre and post activity checks including resource replenishment and administration are completed.

**Evaluation**

* To report back to the Watch Manager and assist in the effective delivery, evaluation, and feedback processes for all interventions within the team as part of the role.
* To provide relevant evaluation data and reports to the Watch Manager where required.

**Collaboration and event organisation**

* To assist the Watch Manager in coordinating partnership and multiagency risk reduction interventions, including active collaboration with the police, ambulance, air ambulance, operational fire crews, neighbouring FRS, highways authority, and MOP.

**Delivery and partnership working**

* To assist the Watch Manager with road safety partnership working, including Vision Zero South West and West of England Road Safety Partnership.
* To work closely with the Watch Manager assisting with the road safety partners, stake holders and third-party organisations to assist in coordinating, delivering, and supporting effective road safety activity that target audiences in the service area who are identified as most at risk on the roads.
* To assist the Watch Manager in working collaboratively with partners to ensure that we are using the best available intelligence and data around risk reduction to inform and promote our priorities.
* To ensure that advocates and immediate staff adhere to retrospective risk assessment and policies such as :- safeguarding.

**Resource management**

* To manage resources appropriately ensuring effective, efficient, safe use of.
* To assist the Watch Manager and Road Safety Team with social media channels for the purpose of prevention where appropriate working with corporate communications department to promote and assist in high priority projects and objectives.

**Wider Community Safety activity**

* To assist the Watch Manager and CS team in promoting, delivering, and supporting community safety activities in order to support service objectives: -
* Generation of Home Safety Visit (HSV) referrals
* Identify potential new partnerships
* Deliver other key safety messages and campaigns
* To maintain a person-centred resolution / outcome for local and national campaigns
* To understand and complete associated administration duties

**General responsibilities and expectations**

* To liaise directly with Watch Manager if actions, tasks, guidance or direction needs clarification to mitigate risk and ensure due diligence with regards to Service policy, practice and procedure.
* To actively promote Service Values within our Service and the Community in accordance with the Respect and Fairness at Work Policy and our Code of Conduct
* To understand, organise and manage own workloads to ensure most appropriate use of time commensurate with Service needs as delegated by line management.
* To assist the Watch Manager in Reviewing Community Safety resources relevant to the area of subject matter expertise.
* To check and adhere to Service / CS Risk Assessments prior to undertaking CS activities.
* To assist in evaluating and compliance with quality assurance guidelines to ensure best practices.
* To complete allocated tasks as directed by the Watch Manager with all Service policies and procedures understood and adhered to.
* To participate in Personal, Performance and Development, identify personal training and self-development needs and to attend training events as necessary, completing all mandatory training as required.
* To maintain security and confidentiality of information, whether computer based or otherwise, in line with legislation i.e., GDPR & Information Governance.
* To perform tasks in a safe manner in accordance with Health and Safety policies and legislation and DSFRS’s Safeguarding Children, Young people & Adults at Risk Policy.
* To escalate and action reportable occurrences in line with Service policy requirements.

**Core values of the Service**

* We are proud to help
* We are honest
* We are respectful
* We are working together

Please follow this link to the Service Core Values [Behavioural Framework](http://www.dsfire.gov.uk/WorkingForUs/ACareerwithDSFRS/CoreValues.cfm?SiteCategoryId=13&T1ID=44&T2ID=372)

Signed acceptance of the core values of the Service and agreement that the job description is a fair and accurate statement of the requirements of the job:-

Job holder: Date:

Job holder’s manager: Date:

Designated senior manager (if applicable) Date:

**Person Specification**

**Grade:** 4

**Job Title:** Prevention Officer (Road Safety)

**Key competencies**

**Good written and oral communication/interpersonal skills including ability to present information clearly, concisely, and accurately**

Essential and measured by application and interview

**Good planning and organizational skills and the ability to plan and prioritise workloads and meet deadlines**

Essential and measured by application and interview

**Ability to understand the importance of using data and evidence in decision making.**

Essential and measured by application and interview

**Proven ability to be self-motivated, innovative and to handle a varied workload**

Essential and measured by application and interview

**Excellent planning and organizational skills**

Essential and measured by application

**Proven skills in verbal and written communications, diplomacy, and advocacy at all levels.**

Essential and measured by application and interview

**Ability to show sensitivity and objectivity in dealing with road safety partners**

Essential and measured by application and interview

**Demonstrable person-centered attitude/approach**

Essential and measured by application and interview

**Work experience**

**Working knowledge of community safety initiatives and proven experience of working with partners.**

Essential and measured by application and interview

**Good ICT skills for example working knowledge of MS Office software packages (Outlook, Word, Excel, PowerPoint)**

Essential and measured by application and interview

**Experience of working with the community and voluntary sector**

Desirable and measured by application and interview

**Proven experience of planning and coordinating**

Essential and measured by application and interview

**Proven ability to plan, host and deliver Community and risk reduction events**

Desirable and measured by application and interview

**Proven experience and understanding of engagement with high-risk groups**

Desirable and measured by application and interview

**Proven ability to create reports/written work fit for the target audience**

Essential and measured by application and interview

**Proven ability to resolve problems using structured approach**

Essential and measured by application and interview

**Qualifications/knowledge**

**Practical and theoretical knowledge/experience of public sector prevention and risk reduction activities**

Desirable and measured by application and interview

**Appropriate practical experience of partnership working**

Desirable and measured by application and interview

**GCSE or equivalent in Maths and English**

Essential and measured by application

**Enhanced DBS Application to be maintained at times**

Essential and measured by application

**Knowledge of safeguarding**

Essential and measured by application and interview

**Appropriate driving licence and category to drive**

Desirable and measured by application

**Personal qualities and attributes**

**Passion and interpersonal skills to work with Partners and Customers**

Essential and measured by application and interview

**A high level of self-motivation and ability to work on own initiative and as part of a busy team**

Essential and measured by application and interview

**Proven ability to meet objectives**

Essential and measured by application and interview

**A flexible approach to changing priorities**

Essential and measured by application and interview

**Ability to interact with people respectfully with tact and diplomacy**

Essential and measured by application and interview

**Understands the importance of working with communities to reduce risk and influence positive change**

Essential and measured by application and interview

**Commitment to continuous improvement both in relation to self and team outcomes**

Essential and measured by application and interview

**Willingness to work outside of standard working hours at varying locations when required**

Essential and measured by interview

**Hold a valid driving licence and a willingness to travel regionally and nationally (postholder will require a DSFRS driver assessment).**

Essential and measured by application

**No convictions that in view of DSFRS render the applicant unsuitable for working with children, young people and vulnerable people (postholder must be willing to undergo Security/Discloser checks as determined by the Service)**

Essential and measured by application and interview