

### Job Description

<b>Job Title:</b>	Road Safety Action Plan Coordinator
<b>Directorate/Team:</b>	Network Resilience / Road Safety Team
<b>Location:</b>	Summer Lane
<b>Responsible to:</b>	Regional Road Safety Manager
<b>Responsible for:</b>	Coordinating delivery of the Regional Road Safety Action Plan 2024-2030
<b>Key working relationships:</b> (internal)	Road Safety Team, Key Route Network Team, Policy/Strategy/Innovation Team, Delivery Directorate, Behaviour Change Hub, Road Safety Commissioner
<b>Key working relationships:</b> (external)	Regional Road Safety Partnership – Seven constituent local authorities, West Midlands Police, Office of the Police and Crime Commissioner, West Midlands Fire Service, National Highways, Insurance sector, relevant charities and community groups.

#### Purpose of the Post

This post will support the Regional Road Safety Manager in leading the delivery of Transport for West Midlands' commitments relating to the Regional Road Safety Action Plan 2024-2030. the post holder will drive a collaborative approach to delivering the 23 road safety actions based on evidence, engaging with internal and external senior strategic stakeholders, including the 17 members of the Regional Road Safety Partnership.

#### Accountabilities (Deliverables)

- Leading coordination and delivery of the 23 multi-disciplinary road safety actions across all local authority areas, working directly with partners, and encouraging innovation where research demonstrates positive societal benefit to the region.

#### Responsibilities (Duties)

- Lead delivery of projects focussed on the 23 defined road safety actions

#### Strategic

- Support the Regional Road Safety Manager in attending Road Safety Partnership meetings where necessary (in person and remotely).
- Assist the Regional Road Safety Manager in providing behaviour change activities (presentations, technical briefing notes etc.) to strategic and high-level stakeholders, including politicians to enhance support for road harm reduction.

#### People

- Establish and maintain effective working relationships with all internal and external key contacts and stakeholders at a strategic managerial level.

#### Operational

- Provide leadership to internal and external partners aimed at identifying blockages to the effective delivery of the Road Safety Action Plan and providing considered and evidence-based options to resolve quantified issues.
- Support the analysis of data to guide the development and delivery of road safety activities and provide strategic oversight of road safety improvement aligned to the reduction of road harm across the region.
- Use qualitative and quantitative data to assess performance of all activities against the strategic objectives of the Refreshed Regional Road Safety Strategy, the casualty reduction target and defined key performance indicators.

- Work alongside the West Midlands Road Safety Commissioner to ensure a coordinated approach to engagement with communities across the region that are disproportionately affected by road traffic collisions.
- Financial**
- Manage use of the road safety budget allocated to specific tasks/projects.
- Other**
- The duties and responsibilities in this job description are not exhaustive and the jobholder may be required to undertake other duties within the general scope of either the level or nature of the post.

Person Specification (How Evidenced Key: A = Application, I = Interview, T = Testing/Assessment)					
Requirements	Essential / Desirable		How Evidenced?		
Candidates/post holders will be expected to demonstrate the following:					
Experience	E	D	A	I	T
Demonstrable knowledge and experience of successful work within the road safety sector.	X		X	X	
Experience of working with multiple and varied stakeholders.	X		X	X	
Experience of working within a complex political environment.	X		X	X	
Skills / Knowledge	E	D	A	I	T
Able to analyse complex information, identifying core issues and using the results to provide advice and support to stakeholders.	X		X	X	
An ability to communicate clearly with stakeholders, both verbally and in written format, including internally at TfWM, local authority officers and the public.	X		X	X	
Ability to work collaboratively and in partnership both internally and externally with multiple agencies to identify conflicting aspirations and outline appropriate solutions.	X			X	
Awareness of broader transport improvement landscape, recognising the contribution that road safety can have in creating a safe, economic, efficient and environmentally friendly road network.	X		X	X	
Good project management and organisational skills.	X		X		
Qualification / Education / Training	E	D	A	I	T
Relevant degree/Level 4 Apprenticeship or significant road safety delivery experience.	X		X		
APMP or PRINCE 2 Practitioner Qualification.		X	X		

Commented [JH1]: Does this need to be essential or could it be desirable?

Core Expectations	
Health, Safety & Wellbeing	All employees have a duty to take reasonable care for the health, safety, and wellbeing of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer as necessary to enable it to successfully discharge its own responsibilities in relation to health, safety, and wellbeing.
Equality Diversity & Inclusion	Promote and champion equality, diversity, and inclusion in all aspects of the role.
Learning & Development	Participate in and take responsibility of any learning and development required to carry out this role effectively.
Performance Management	Actively engage in the performance management process and take responsibility for managing performance outcomes.
GDPR	Ensure the reasonable and proportionate protection, processing, sharing, and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.

<b>Adherence to Policies</b>	Be aware of and comply with all organisation policies.
<b>Other</b>	There may be a requirement to work outside normal office hours on occasion, including a requirement to work within stakeholder and partner offices within the WMCA constituent area on a regular basis.

Values		
Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.		
Value	Competency	Behaviour
Collaborative	Team Focussed	Works as part of team, managing and leading.
	Service Driven	Customer, resident, and partner focussed.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
Inclusive	‘One Organisation’ Mindset	Believe in each other’s expertise.
	Open & Honest	We do what we say we are going to do.
Innovative	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

Additional Post Requirements						
Essential Car User		Politically Restricted Post		Disclosure and Barring Service (DBS)		
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Standard <input type="checkbox"/>	Enhanced <input type="checkbox"/>	None <input checked="" type="checkbox"/>

Job Evaluation Details			
Date Evaluated	Job Family	Level/Grade	JEP Reference
21 <sup>st</sup> March 2025	Project Manager	SP 24-28	JEP539