

**ROYAL BOROUGH OF GREENWICH**

**JOB DESCRIPTION**

**DEPARTMENT:** Transport **POSTHOLDER**

**SECTION:** Highways and Traffic **GRADE PO1**

**POST DESIGNATION** Cycle Training and Projects Coordinator

**Purpose of Job:**

To be responsible to Road Safety Manager for:

- i) Developing and coordinating the RBG cycle training programme and other cycling and associated projects
- ii) to manage the contract in delivering cycle training, which offers National Standards Bikeability Cycle training to all children and adults (including special needs) living, studying or working in the borough.
- iii) Cycle training and associated projects
- iv) To engage with relevant groups in delivering of cycle training

Manages up to 0 directly managed staff.

Manages up to 0 indirectly managed consultancy/contracting staff.

**Summary of main duties and responsibilities**

1. Organise and ensure the delivery of a high-quality cycle training programme for school children, adults, families and individual or group with special needs, to be delivered by an external contractor. This will also include a programme for providing safer urban driving (cycle) training to HGV fleet drivers in the Borough.
2. Manage, liaise with and coordinate the interactions between the appointed contractor, the headteacher and staff of schools and colleges, schoolchildren, parents and guardians, adults, and managers of organisations participating in the cycle training scheme. Deal with enquiries and investigate and respond to complaints about the service and incidents related to it. Liaise with schools to prepare an integrated training timetable and to ensure the smooth running of courses

3. Manage the external contractor delivering the service, to ensure a high-quality, well used cycle training programme in the Borough. To include regular analysis of reports, and meetings, with the provider to ensure targets and KPIS are being delivered. This will require frequent on-site activities including both diarized and ad-hoc 'spot check reviews carried out by the post-holder to assess the appointed contractor's work.
4. Manage agency/sessional staff who may be required on a temporary basis to supplement the appointed contractor's work during particularly busy periods. This would involve management of those agency staff hours, locations, training and other requirements to ensure suitability for the delivery of the role.
5. Creatively design and deliver associated cycling projects and programmes, which will include 'Exchanging Places' initiatives to provide cyclists with information and skills to reduce the risk of collisions with HGVs, and other related activities. This could include, for example, delivery of secure cycle parking initiatives on housing estates in the Borough and contributing to delivery of cycle loan schemes and similar projects.
6. Creatively deliver marketing and promotional activities for cycle training and associated projects in order to ensure maximum take up across the Borough. To include production of publicity and resource materials for courses and to work with local/national media, within the council's remit, to obtain publicity for schemes, and outreach work with potential schools and businesses in the Borough (as well as adult individuals) who may wish to participate in the scheme.
7. Effectively monitor a range of KPIs and outcomes from all projects being delivered by the post-holder/appointed contractors to analyse impact, value for money and to feed into future funding bids/strategy documents produced by the Council.
8. Manage the fleet of 'pool bikes' made available by the Council to the appointed contractor, ensuring that they are maintained by the contractor for the duration of the tender period and returned and stored as necessary in an appropriate fashion.

#### **Advice, Information and Communication**

9. Provide information and advice as required to Elected Members, Committees and Chief Officers on cycle training and related matters, among other things on implementation programmes and the impact of regional, national, European trends, policies, constraints and requirements. Support and service Member level Transportation liaison bodies and Strategic partnership Groups as required
10. Establish links with other national, regional and local agencies that promote cycle training/cycle project opportunities and sustainable transport options to share best practice and learning.

11. Ensure up to date, comprehensive and accurate information on national, regional and local cycle training/initiatives are accessible and fully promoted to those that live or work in Royal Greenwich
12. Provide data for input into performance indicators and targets. Work with other service providers and monitoring organisations to ensure that the provision and use of such information does not conflict with any legislative or commercial limitations or information security issues.
13. Deal effectively, pro-actively and decisively with complaints or problems regarding the delivery of the services and schemes under the post-holder's remit, including provision of evidence and information to respond to such complaints or queries as they arise from schools, residents and/or elected Members.
14. Work in partnership with officers from across RBG to support the implementation of other relevant strategies and plans such as: *Transport Strategy / Carbon Neutral Plan/ Mayors Transport Plan/ Active Travel Plan/ and Road Safety Plan.*

#### **Financial**

15. Prepare and monitor, and be accountable for, the budget for the cycle training scheme, in line with the Council's Standing Orders. To apply for bursaries and extra funds proactively to maintain and expand the scheme. To be accountable to funders and Royal Greenwich for the administration and use of the funds. To be responsible for meeting agreed targets. To provide end of year accounts, LIP and regular reports to Royal Greenwich and funders.
16. Identify suitable additional sources of funding to support the development of cycle training and associated activities. Prepare and present costed proposals and funding bids as required and where successful, participate in the monitoring of financial performance.
17. The postholder will be responsible for the effective use and monitoring of project budgets related to cycle training and similar projects, as delegated by their line manager.
18. Operate within the financial limits and budgetary arrangements of the directorate

#### **Other**

19. Attend events, Council committees and internal/external meetings and provide advice and make presentations as required including out of office hours.
20. Ensure that all work undertaken actively promotes the Council's Equal Opportunities, Customer Care and environmental policies in relation to service delivery and personnel practice.

21. To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.
22. To perform all duties in line with Councils staff values showing commitment to improving residents' lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
23. To ensure risk management strategies are formulated, adapted, reviewed and put into practice to cover all aspects of the service.
24. This post **does** require a DBS.
25. To monitor and evaluate specific areas of work as required.
26. To undertake ad hoc projects and any other work appropriate to the level and general nature of the post's duties.
27. You may be required to undertake alternative, additional or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.

Designation of the Post to which the post-holder normally reports to: Road Safety Manager.