JOB DESCRIPTION QUESTIONNAIRE (JDQ)

DIRECTORATE:	Local Policing and Criminal Justice
AREA/DEPT:	Criminal Justice
SECTION:	Safer Roads Unit
JOB TITLE:	**SAFER ROADS UNITMANAGER**
REPORTS TO:	Head of Criminal Justice Reform and Support
CURRENT RANK/GRADE:	**GRADE G**
DATE:	September 2016

1. JOB PURPOSE: (Briefly state your job's overall objectives).

To lead the Safer Roads Team in delivering an efficient and effective service that supports enforcement and education to reduce those Killed and Seriously Injured (KSI) on our roads. To ensure the effective running of Merseyside's Safer Roads Unit and work with partners to deliver a co-ordinated approach to road safety initiatives.

2. PRINCIPAL ACCOUNTABILITIES:
(Describe the important end results you are expected to achieve).

a) Manage the resources working within the Safer Roads Unit, ensuring delivery of core services in relation to Enforcement and Education.

b) Evaluate and interpret performance information, data and systems within the Unit and, working with external partners, utilise continuous improvement practices to ensure service delivery and maximising efficient use of all resources.

c) Provide leadership to the Safer Roads Unit supervisors, empowering them to make decisions, delegating work whilst maintaining clear and visible accountability to ensure effective outcomes.

d) Work in conjunction with Criminal Justice Command Team to drive service delivery to the Force, the public and the MRSP, to deliver departmental and MRSP goals and performance, applying strong leadership and motivation to the Safer Roads Unit.

e) Investigate and respond to complaints from external and internal customers in accordance with Force procedures and standards, and to ensure systems are reviewed to manage and reduce future risk to the organisation and the public.

f) Represent the Safer Roads Unit locally and nationally, ensuring relationships with partners are maintained and developed to support the Safer Roads Agenda.

g) Maintain awareness of changes in Government policies, legislation and partner agency practices and disseminate as appropriate to ensure compliance and manage the impact upon performance.

h) Monitor, assist and be aware of the developmental and welfare needs of all staff under the role holders control, undertake performance reviews of relevant staff members, with a view to creating and maintaining a focused and motivated workforce.

i) Be accountable for all staff welfare, development and Health and Safety issues, including risk assessment, pertaining to the post holder's area of responsibility in order to fulfil the statutory obligations of the Health & Safety at Work Act 1974.

j) Ensure that staff are MoPI trained in accordance with the National Learning & Development Strategy and that all responsibilities are undertaken in relation to information management, data quality, information sharing, intelligence and information security in accordance with the NPCC guidance on the Management of Police Information in order to comply with the Statutory Code of Practice

3a. KNOWLEDGE AND EXPERIENCE: (What kind of knowledge, skills and experience are necessary to enable satisfactory performance in the job and why are they necessary?).

Good working knowledge of the Safer Roads Agenda and Roads Safety environment and experience of working in a multi-agency partnership environment to ensure that local and national policy is adhered to and changes are effective. An understanding of how changes impact on the community.

Experience of general management in a diverse and complex environment, recognised by way of qualification and/or significant managerial experience.

The ability to undertake continuous professional development, ensuring that knowledge and awareness is maintained and developed on a personal level, and to direct multifunctional teams effectively.

Strong leadership skills – the ability to manage and develop staff is essential in order to provide an efficient and effective support service across the organisation and working with partners.

Strong audit, research, analytical and problem solving skills to assist in the planning, preparation and implementation of continuous improvement strategies.

Excellent report writing skills to communicate to all levels both internally and externally to the organisation.

Excellent interpersonal skills to communicate and articulate at all levels, with Force personnel, CJS partners, on both local and national levels.

Clear and demonstrable professional and ethical standards and promote a positive image of the team and the Force.
Knowledge and understanding of Police Staff and Police Officers personnel policies, welfare, health and safety, performance review, discipline and grievance procedures.

Post holder will need to demonstrate adaptability within a constantly evolving Criminal Justice system, leading change but also reviewing service delivery to ensure that it provides value for money.

Knowledge or ability to become competent in relevant Force IT, specifically Niche RMS, Pentip, C2S, PNC, Experian, Eros, Clarity, DORs, Origin (not exhaustive) and the Criminal Justice System digital working to deliver a quality of service to customers internally whilst managing the team effectively.

3b. (Does your post require any Police Powers, and if so what are they, and why are they necessary?)

No

4. RELATIONSHIPS:
a) Supervisory responsibilities:

Directly supervisors

1 x Safer Roads Unit Co-ordinator
1 x Support Officer
1 x Safer Roads Unit Problem Solving Sergeant

The post holder has overall responsibility for 65 staff.

The teams will carry out a variety of functions including both administrative and operational duties.

b) Supervision Received:

The post holder is expected to work independently reporting to the Head of Criminal Justice Support and Reform.

c) Other Contacts:
i) Within Merseyside Police:

Regular contact with Superintendent functional strands, Head of Prosecutions, Roads Policing Unit, Operational officers and staff , comms and marketing department

ii) Outside Merseyside Police:

Regular contact with partners involved in the Road Safety Partnership including Local Authorities, RSS (advisors on Road Safety Issues).

5. CONTEXT:

a) *Operating Environment*: (Services provided, work patterns, who are the customers)

The post holder will work within the flexible working hour's system. Core hours of the unit will be between 0700 and 1900 hours, and the post holder is responsible for ensuring this cover is provided.

The post- holder has a responsibility to manage and monitor the work of the teams ensuring a quality of service is provided to all customers, both internal and external to the organisation.

b) *Framework and Boundaries*: (Policies and procedures which affect you and how these can be changed).

Required to comply with current legislation, force policies and procedures, ensuring compliance with relevant statutes and guidelines Driver Improvement Schemes, Merseyside Road Safety Partnership protocols/memorandum of understanding.

***c) Organisation*:** (For each type of post that reports directly to you, outline below the posts overall)

Merseyside Road Safety Partnership Co-ordinator - To ensure the smooth day to day running of the Partnership on behalf of the Merseyside Road Safety Partnership and provide the partners at a strategic planning level, comprehensive planning, financial and performance management to support the partnership and enable it to deliver a co-ordinated approach to road safety initiatives.

Safer Roads Support Officer – To support the post holder in order that a more effective management function can be provided and link the activity of the teams with the requirements of the MRSP

Safer Roads Problems Solving Sergeant - To lead a team of constables within the Merseyside Penalty Enforcement Unit to support the wider Merseyside Roads Safety Partnership in reducing those killed and seriously injured on our roads in line with the Safer Roads Agenda

6. DIMENSIONS: (Indicate in quantitative terms, key areas on which your job has an impact).

Financial:	Oversee the day to day management the budget of £1.5m keeping the Head of Criminal Justice (budget holder) informed and reporting at regular intervals to the partnership.
Staff:	65
Other:	Partner agencies customers and suppliers. Road user in Merseyside

7. JOB CHALLENGES: (Describe the most challenging or complex parts of your job).

Ensuring that the teams remain efficient and enforcement activity is met to ensure the teams remain self-funding with surplus to satisfy all partners in order to reinvest into initiatives to reduce those Killed and Seriously Injured on our roads.

Interpreting the complex nature of Road Traffic Legislation and communicating the information to staff and customers e.g. police and members of the public.

Managing change by reacting quickly to sudden changes in legislation and force policy, minimising disruption and keeping staff informed and motivated.

Working closely with the Merseyside Road Safety Partnership project manager to ensure that resources are directed appropriately, and working within the financial framework and requirements set down by the Local Authorities and partners within the partnership.

Dealing with complaints/queries from members of the public sympathetically whilst imposing enforcement procedures.

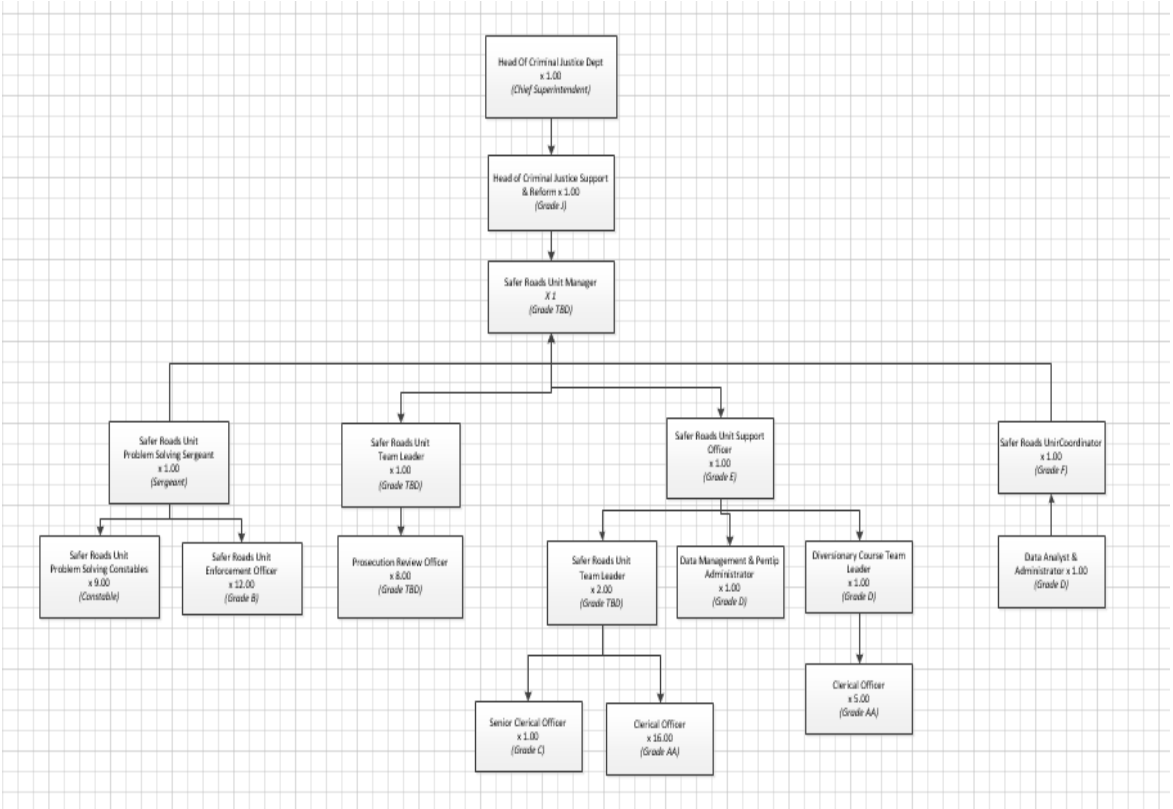
Dealing with IT problems, procedures and system failures

8. ADDITIONAL INFORMATION:

(Provide any further information, not included in your previous answers, which you consider would assist others to achieve a better understanding of your job).

9. ORGANISATIONAL STRUCTURE:

(Draw an organisational chart of your Department / Section, indicating the position of your post within it).



10. AGREEMENT OF QUESTIONNAIRE CONTENT:

(Please sign when completed)

POSTHOLDER'S NAME:
(Please print in block capitals)
POSTHOLDER'S SIGNATURE: Date: Extn:

MANAGER'S NAME:
(Please print in block capitals)
MANAGER'S SIGNATURE: Date: Extn: