

# Job Profile comprising Job Description and Person Specification

## Job Description

<b>Job Title:</b> Cycle Training Instructor	<b>Grade:</b> Scale 4
<b>Section:</b> Road Safety – Engineering Group 3	<b>Directorate:</b> Environment and Community Services
<b>Responsible to following manager:</b> Senior Road Safety Officer	<b>Responsible for following staff:</b>
<b>Post Number/s:</b> N/A	<b>Last review date:</b>

### Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

### Job Purpose

Wandsworth Council is dedicated to reducing road casualties across all areas of user. Particular emphasis is placed on educating before they are at risk with interventions at carefully selected school ages and further training and education across the most at risk on our roads.

### Specific Duties and Responsibilities

1. To work as a professional Cyclist Instructor and advise trainees, both adults and children on matters of road safety in relation to cyclists, pedestrians and scooters and give National Standard training in schools and at other venues.
2. To assist the Road Safety Team in providing a comprehensive National Standard cycling programme for schools and where required also offer pedestrian and Scooter training for younger years.
3. Be responsible for health and safety during cycle training session.

4. Conduct suitable risk assessments of the clients, the cycles, the training area and on road locations.
5. Liaise with clients as necessary.
6. Give advice to clients on any relevant cycling matters.
7. Completion of course paperwork, including registers, client assessment forms, course reports, risk assessments and results.
8. To undertake any other duties commensurate with the grading and overall intent of the post which are appropriate to the Road Safety Team.

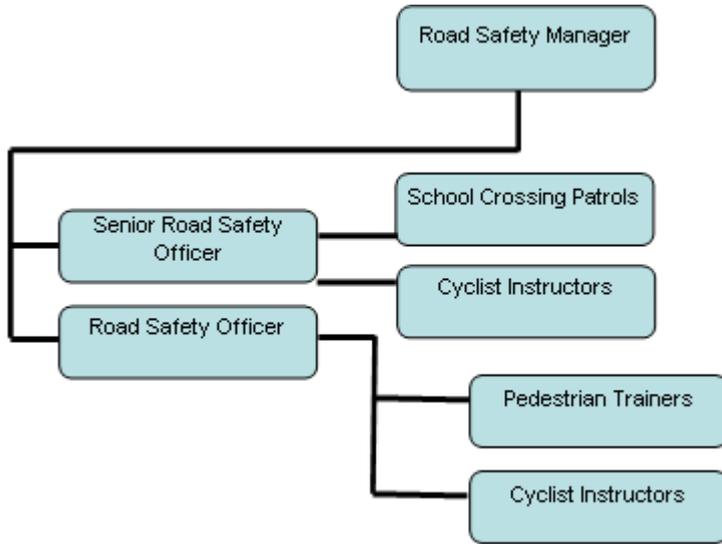
### **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

### **Additional Information**

- Be enthusiastic about cycling, with an understanding of cycling as a sport, means of transport, leisure pursuit and healthy form of exercise.
- Work in a collaborative way with everyone in the team, across the Councils and clients in order to achieve the desired outcome.

**Current team structure**



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## Person Specification

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### Our Values and Behaviours<sup>1</sup>

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular –

- taking responsibility and being accountable for achieving the best possible outcomes – a ‘can do’ attitude to work
- continuously seeking better value for money and improved outcomes at lower cost
- focussing on residents and service users, and ensuring they receive the highest standards of service provision
- taking a team approach that values collaboration and partnership working.

Person Specification Requirements	Assessed by A & I/ T/ C (see below for explanation)
<b>Knowledge</b>	
Have an understanding of the Bikeability Scheme.	A /I
Have a good understanding of the Highway Code.	I
<b>Experience</b>	
Carried out cycle training previously.	A/I
Proven ability to communicate with children / adults, individually and in groups.	A/I
Experience of working with children in a learning environment.	A/I
<b>Skills</b>	
Basic cycle maintenance.	I/T
Good written and verbal communication.	A/I
Be punctual and reliable.	I
Have a confident assertive riding style.	T
<b>Qualifications</b>	
National Standard Accreditation Course for Cycling	A

**A – Application form**

**I – Interview**

**T – Test**

**C - Certificate**

<sup>1</sup> These values and behaviours will be developed further as the SSA becomes established.