

Job Description and Person Specification



This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and adults at risk, and requires all staff and volunteers to share this commitment.

Solihull Council is committed to equal opportunities and expects all staff and volunteers to recognise and value differences.

SECTION A: Role Profile

Post Title	Cycling Instructor	Post No	RSI023
Directorate	Economy and Infrastructure		
Division	Highways Division – Sustainable Travel team		
Band and Salary	Band B £22,737 to £23,500 per annum pro rata. (£11.79 to £12.18 per hour) Incremental progression is subject to performance.		
Responsible to	Sustainable Travel Officer		
Contract Type	Part time, annualised hours – 400 hours per annum (including annual leave entitlement)		
Location	Various		
DBS Check	Enhanced check for regulated activity for working with Children		
Fluency Duty	This post is covered by the Fluency Duty, as outlined in the Code of Practice on the English language requirements for public sector workers.		
Car User Status	This is an essential car user post as the demands of the job make it operationally essential and there is a contractual requirement to make a suitable vehicle available to ensure the requirements of the job can be carried out effectively. Applicants must be able to drive, have a driving licence and be a car owner, however for disabled applicants, reasonable adjustments will be made where required.		
Special Conditions	The postholder will be required to successfully complete a Level 2 Award Qualification in Instructing Cycle Training within six months of appointment. Training is provided by SMBC.		

Role Purpose

Bikeability is today's cycle training programme, its core aim is to teach practical cycling skills and understanding how to ride on today's roads. Bikeability gives everyone the skills and confidence for all kinds of cycling.

The post holder is required to deliver the practical side of Bikeability training. The training aims to promote and teach all cyclists to the relevant National Standards Level set out by The Department for Transport.

Courses are widely run, in primary schools, with some courses in secondary schools and there may also be some adult and family training. Training courses in schools usually last 1.5 hours and there can be up to three sessions a day in our larger schools. We also run sessions in school holidays.

Role Responsibilities

The post holder will:

- Work as part of a team to deliver cycle training in line with The National Standards set out by The Department for Transport.
- Be responsible for the safety of trainees attending courses as well as the safety of fellow instructors and any other road users who may be affected during a cycle training course.
- Deliver a range of Bikeability modules to children and adults offering advice and guidance as appropriate.
- Visually assess that trainees have a roadworthy bicycle and correctly fitting helmet.
- During training, demonstrate various manoeuvres and road position whilst riding a bicycle.
- Ensure the safety of trainees, at all times, when escorting them to and from training sites and during training.
- Give due consideration to the impact that the training has on other road users / pedestrians.
- Assess and report outcomes of trainees on SMBC smart device.
- Ensure that only approved training sites are used and appropriately set out.
- Ensure that any incidents occurring on training courses are reported to the lead instructor immediately.
- Ensure that any equipment used, is collected and stored as appropriate at the end of each training session.
- Responsible for the safety of trainees attending courses as well as the safety of fellow instructors and any other road users who may be affected by the training that is taking place.

Personal administration

- Complete mileage and hours worked claim forms and expenses on a monthly basis.
- Wear appropriate Health and Safety clothing and identity badge.
- Ensure completion of 7 hours of professional development each year and annual delivery audit.
- Undertake all required training, including first aid training and safeguarding training.

Any other duties, as appropriate.

Section B: Person Specification

	Essential Criteria	Desirable Criteria	Measured By
Education & Qualifications	Level 2 Award Qualification in Instructing Cycle Training, or successful completion within 6 months of appointment.		Certificates, Application form
	Basic literacy and numeracy skills.		Application form

Experience & Knowledge	Appreciation of the need for safety awareness in all types of road environments.	Experience of instruction.	Application form and interview / practical assessment
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Skills & Abilities	Demonstrable effective verbal and written communication skills, including ability to give clear and concise instructions to trainees of all ages.		Application form and interview / practical assessment
	Organisational skills		Interview
	Effective interpersonal skills to relate to children and adult trainees and respond to their individual needs.		Interview / practical assessment
	Ability to physically able to stand or cycle for training sessions of up to two hours. There could be more than one session in each day.		Application form and interview/ practical assessment
	Ability to cycle confidently on the road and demonstrate training techniques including manoeuvres and road positioning		Application form and interview / practical assessment
	Ability to safely escort and supervise trainees at all times whilst travelling to and on training location during activities.		Interview/ practical assessment
	Problem solving skills to respond quickly and appropriately to urgent situations.		Application form
		IT skills ability to use a smart device	Interview

Core Behaviours	Excellence - With enthusiasm, you work to deliver a high-quality service from your work location, whether that be in a Council building or in a remote working location, to meet customer, organisation and personal expectations. You adopt a 'can do' attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers.	Interview
	Simplicity - You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all taking into account hybrid working.	Interview

	Trust and Respect - You are aware of your impact on others including confidentiality, team relationships and wellbeing. You value openness and listen carefully to understand the views of others. You promote the values of inclusion and diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect	Interview
	Working Together - You work with others to reach a common goal; sharing information, supporting colleagues, both in their work and wellbeing, and searching out expertise and solutions from relevant partners and/or the communities we serve.	Interview
	Responsibility - You take ownership for your own wellbeing, work and working environment and use your initiative to deliver. You are accountable for your own performance and development, and you take responsibility for your actions and decisions.	Interview

Other Requirements	Applicants must be able to cycle.		Application form and Interview
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Compiled/Reviewed by	Marie Healy
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Section C: Additional Information

Corporate Parent Responsibilities

All employees should act as an advocate for our Looked After Children; fulfilling our corporate parenting responsibilities by considering Children and Young People in everything we do.

Health and Safety

Health and safety laws require all employees to help the Council maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the Council, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the Council's Corporate Health and Safety Policy and any local safety procedures.

Information Management

As an employee of the Council, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of Data Protection legislation and guidance.

The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

Training and Development

The Council is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

Solihull Behavioural Framework

The Council expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.

Mobility

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Council they may be required.

Variations to Job Descriptions

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Council therefore retains the right to amend job descriptions to reflect changing requirements.