

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	Lead Cycling Instructor	Post No	CS775
Directorate	Economy and Infrastructure		
Division	Highways Division – Sustainable Travel team		
Band and Salary	Band C £25,992 to £28,624 per annum pro rata. (£13.43 – £14.84 per hour) Incremental progression is subject to performance. This is an annualised hours contract for 400 hours per annum (including annual leave entitlement)		
Responsible to	Cycle Training Manager		
Location	Council House		
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/use of car, however for disabled applicants, reasonable adjustments will be made where required.		
Special Conditions	Training and development opportunities are available to include: <ul style="list-style-type: none"> • 1st4sport Level 3 Award in Developing Cycle Training Instructors • Level 3 regulated qualification in delivering education, and assessment practice. • Level 4 Qualification in Internal Quality Assurance Whilst the post is offered on an annualised hours contract basis, postholders are required to commit to undertake full week bookings. There is no requirement to work every week. The postholder will be required to undertake a work health assessment prior to appointment.		

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.

To deliver the practical Bikeability training courses to schools. The training aims to promote and teach all cyclists to the relevant National Standards Level set out by The Department for Transport.

To be the key contact with our schools and responsible for course preparation, equipment, risk assessments, organising other instructors and related administration.

To observe quality of delivery in line with the National Standard and Bikeability delivery guide.

To have opportunities to become involved in other cycle projects as they arise. We also support adult training, family training and led rides in the community as required.

Role Responsibilities

Work as part of a team to deliver cycle training in line with The National Standards set out by The Department for Transport.

To 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.

Ensure the safety of trainees at all times when escorting them to and from training sites and during training.

Visually assess that trainees have a roadworthy bicycle and correctly fitting helmet.

During training, to be able to demonstrate various manoeuvres and road position whilst riding a bicycle.

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 equipment used, is collected and stored as appropriate at the end of each training session.

Personal administration

Complete mileage and hours worked claim forms to obtain salary and expenses on a monthly basis.

Wear appropriate Health and Safety clothing and identity badge.

Ensure completion of mandatory professional development each year and annual delivery audit.

Undertake all required training, including first aid training.

As Lead Instructor

To be responsible for managing the relationship between the school and Solihull Council.
Confirmation of pre-course arrangements with schools and instructor team.

Act as the lead contact to liaise with school on arrival and throughout course delivery to discuss any queries or complaints.

To be responsible for the use, storage, maintenance, of all equipment associated with the delivery of training.

General risk assessment on the day of course to assess suitable conditions for training to take place.

Coordination of instructors on each day of the course, allocation of groups and managing any instructor queries.

To be responsible for any accidents/emergencies/complaints and reporting

Co-ordinate individual feedback and certification with school at the end of the course.

To conduct post course discussion with instructors and complete post course administration on the booking system.

Coaching and supporting of instructors to aid development and maintain quality and consistency of training.

Use of electric Council van to deliver bikes and equipment, as required.

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	Past experience supervising	Certificates, Application Form
	Driving licence		Application Form

Experience & Knowledge	Able to demonstrate practical experience of delivering cycle training in schools	Experience of instruction.	Application Form
	Appreciation of the need for safety awareness in all types of road environments.		Application Form
	Experience of identifying and managing risk		Interview
	Experience of co-ordinating and directing others.	Previous experience of supervising others.	Application Form and Interview

Skills & Abilities	Demonstrable effective verbal and written communication skills, including giving clear and concise instructions to trainees and instructors.		Application Form and Interview
	Ability to organise and lead a group of instructors and give feedback and support as required		Application Form and Interview
	Effective interpersonal skills to relate to children and adult trainees and respond to their individual needs.		Interview
	Works as an effective team member.		Interview
	Ability to physically 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
	Ability to cycle confidently on road and demonstrate training techniques including manoeuvres and road positioning		Interview
	Ability to safely escort and supervise trainees at all times whilst travelling to and on training location during activities.		Application Form and Interview
	Problem solving skills to respond quickly and appropriately to urgent or unforeseen situations.		Application Form
	IT skills able to use a smart device		Application Form

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 work and you 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.		Interview
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Compiled/Reviewed by	Marie Healy
Date	25/07/2023 (Updated Dec 2024)

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.