

# ASSISTANT TO THE SENIOR ROAD SAFETY EXPERT



EUROPEAN INSTITUTE FOR ROAD SAFETY



<b>Reporting to</b>	Senior Road Safety Expert
<b>Department</b>	EUROPEAN INSTITUTE FOR ROAD SAFETY (“EIRA”)
<b>Employees reporting to role</b>	None
<b>Purpose of Job</b>	Assist the Senior Road Safety Expert and the EIRA team in delivering the technical of EIRA’s projects as part of fully funded European road safety projects. Other regions in the world may also be added, as appropriate.

**Location of services:** Slovenia/ Home office. An alternative location within the region would be considered for the right candidate.

**Hours:** 8 hours a week

**Duration of contract:** 42 months

**Salary:** €610 Euros gross per month/ €7,320 gross per year

**Start date:** As soon as possible.

## About the Company

The European Institute for Road Assessment (EIRA) is a not-for-profit entity established under Slovenian law as a Zavod by the European Road Assessment Programme (AISBL), an international not-for-profit membership organisation registered in Belgium in 2002. EIRA is a wholly-owned subsidiary of EuroRAP, a membership organisation that forges partnerships between those responsible for a safe road system – civil society, motoring organisations, vehicle manufacturers and road authorities – and aims to ensure that assessment of risk lies at the heart of strategic decisions on route improvements, crash protection and standards of route management. EIRA’s purpose is to promote assessment of the inbuilt safety attributes of roads in Europe and especially in east and south-east Europe.

EIRA and EuroRAP are part of iRAP (the International Road Assessment Programme), the umbrella organisation for Road Assessment Programmes (RAPs) worldwide, working to save lives by promoting safer road infrastructure alongside the priorities of improved vehicle design and safer road-user behaviour.

Halving road deaths and injuries is now a United Nations Sustainable Development Goal along with other great social justice and health issues such as the right to clean water and good maternal health. The Road Assessment Programme's road safety policy tools are helping inform sound investment by government that saves lives and unlocks the benefits to families, communities, business and health systems through reduced road trauma.

As a not-for-profit entity, the European Institute of Road Assessment (EIRA) has distinguished itself as a leading partner in several European Union-funded projects, all of which are geared towards enhancing road infrastructure safety. EIRA's role extends beyond just leadership; it is deeply involved in the implementation of the International Road Assessment Programme (iRAP) protocols, a globally recognized assessment tools designed to help improve road infrastructure safety.

EIRA's key objective in these partnerships is to leverage multidisciplinary collaborations to develop integrated, dynamic, and scalable iRAP road infrastructure safety assessment frameworks. Currently EIRA's EU-funded projects are PHOEBE and ELABORATOR. These methodological frameworks, designed initially for inter-urban networks, are now extending to accommodate diverse networks and mixed traffic environments by integrating traffic simulation, road safety assessment, human behaviour modelling, mode shift and induced demand modelling, and emerging mobility data.

## **General**

The Assistant to the Senior Road Safety Expert is a key member of the EIRA's EU-funded project team, responsible for Delivery of EIRA's tasks in various, primarily EU-funded projects. The primary function of this role is to support the Senior Road Safety Expert in the successful delivery of all technical tasks, but also to support the Financial Project Support Manager in the delivery of other administrative tasks if needed.

Key responsibilities include the coordination of tasks among various project partners, providing technical assistance in the application of the methodological framework, and facilitating effective communication with local stakeholders. The post holder will also be involved in the preparation and follow-up of stakeholder workshops and meetings, maintenance and organization of project documentation, and support in the development of status reports.

This position requires a keen understanding of road infrastructure safety and iRAP protocols, as well as strong organizational skills and an ability to work collaboratively in a dynamic project environment. The Assistant to the Senior Road Safety Expert plays a crucial role in ensuring the timely and successful completion of designated tasks, thereby contributing to the overall objectives of the projects.

## Key responsibilities and accountabilities

The role offers a wide variety of responsibilities. These include but are not limited to:

- **Project Coordination:** Assist in overseeing the delivery of all designated tasks, ensuring that all partners complete their assignments on time and according to plan.
- **Technical Support:** Provide technical assistance in the implementation of the project, including the application of the iRAP protocols and tools.
- **Stakeholder Communication:** Assist in liaising with local stakeholders and project partners to facilitate effective communication and collaboration.
- **Documentation:** Help maintain and organize project documentation, including but not limited to, reports, schedules, and technical materials.
- **Meeting Preparation and Follow-up:** Support in preparing for stakeholder workshops and meetings, including taking minutes during meetings and assisting with follow-up activities.
- **Troubleshooting:** Assist in identifying and addressing potential challenges or bottlenecks that could affect the timely and successful delivery of projects.
- **Reporting:** Help in preparing status reports for projects, including updates on progress, risks, and issues, as well as contributing to final reports and project debriefs.

## Team Performance

1. To contribute as a Road Safety Engineer to EIRA and iRAP teams, aiding in the delivery of EIRA's projects.
2. To work closely with project partners and the assigned project teams to oversee the delivery of EIRA's tasks within projects.

## Key Result Areas

Technical support of components of the EIRA project:

- Delivery of the technical aspects related to Road Safety and iRAP protocols
- Input data preparation, data cleaning and analysis.
- Analysing and providing technical support related to statistical analysis software, mapping (GIS) software, and CAD software.
- Providing support during dissemination of technical results.

## Key contacts and relationships

Internal: Senior Road Safety Expert, Financial Project Support Manager, EIRA Board of Directors

External: IRAP Strategic Projects Team

**Competencies & Key Skills (functional/technical)**

- Full understanding and knowledge of iRAP protocols
- Passionate about road safety engineering and a willingness to work in a spirit of cooperation in the RAP community for the benefit of road users around the globe.
- Good understanding of the EU directives related to road infrastructure safety, with special attention to new 2019/1937 Directive RISM
- Ability to recognise information needs and identify and utilise appropriate information sources.
- Persistent in seeking information and adopting to a variety of strategies.
- Ability to alert to new opportunities and to contribute appropriately.
- Ability to spot and implement opportunities for extending the outreach.
- Strong interpersonal skills, with a preference for team working.
- Exceptional analytical, statistical and communications skills.
- Excellent ability to interpret and present technical findings both written and orally.
- Ability to work under pressure in order to meet the deadlines and on own initiative.
- Prepared to travel often.
- Willingness to work flexible hours when needed.