

## CYCLING OFFICER – ROLE DESCRIPTION

This role description was compiled written by cycling officers attending a course run by the CTC.

Knowledge	Skills /Abilities	Attitudes	Personal qualities
<ul style="list-style-type: none"> <li>▪ Rules and regulations</li> <li>▪ Technical knowledge – design standards etc</li> <li>▪ Your geographical area</li> <li>▪ Procedures in your organisation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Persuading</li> <li>▪ Able to think laterally</li> <li>▪ Able to ride a bike</li> <li>▪ Able to persevere, see things through</li> <li>▪ Negotiating</li> <li>▪ Able to find way round complex organization</li> <li>▪ Handling hostile groups and individuals</li> <li>▪ Able to evaluate a range of options and make a decision</li> <li>▪ Building rapport and relationships</li> <li>▪ Convincing others (“selling”)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Tolerant, accepts different points of view</li> <li>▪ Desire to involve stakeholders in decision making</li> </ul>	<ul style="list-style-type: none"> <li>▪ Patience</li> <li>▪ Enthusiasm</li> <li>▪ Diplomacy</li> <li>▪ Determination</li> </ul>