

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Specialist Transport Risk Assessor	JEID	M0583
Salary Grade:	Scale I (£26,317 - £28,785 p.a.)		
Team:	Specialist Transport		
Service Area:	Transport Operations		
Primary Location:	Countywide – Office base in Barrack Street, Warwick		
Political Restriction	This position is not politically restricted		
Responsible to:	Specialist Transport Manager		
Responsible for:	None		

Role Purpose

To assist in the assessment and delivery of safe, effective, efficient and legally compliant passenger transport services; especially for service users with disabilities including those with SEND, medical or adult social care needs.

The post holder advises the council, parents, carers, young people, establishments and transport operators on safe handling and transport for over 1,800 learners and 500 social care customers in a way that is consistent with the council's plans, policy and strategies to achieve value for money and maintain consistency with good practice.



Role Responsibilities

1. Manage Home to School and Adult Social Care passenger risk through developing, compiling and completing risk assessments and passenger safety plans for each young person with an EHC plan, and each adult social care passenger.
2. Confirming eligibility for transport assistance where risk assessment is required in accordance with the Home to School Transport Policy, working with Education Transport team
3. Communicate assessment outcomes to parents / carers, schools, colleges, social care establishments & internal staff and responding to queries from them regarding risk assessment.

4. Annual re-assessment of passengers continuing eligibility, particularly as they move from primary to secondary and secondary to further education colleges, or from education to adult social care.
5. Coordinate, with colleagues, the annual review and re-allocation of school transport in the period leading up to each autumn term.
6. Seeking innovative risk management solutions in order to move specialist transport passengers safely and cost effectively, working with colleagues in schools, SEND Assessment and Review and Adult Social Care.
7. Work with schools (particularly special schools), social care and health representatives to identify ways to improve quality of transport assistance within allocated resources
8. Assist with guidance on the usage, maintenance and record management of specialist equipment for carriage of passengers on transport services.
9. Advise on the appropriateness of venue specific transport arrangements (pick-up set-down, layout etc.) and complete risk assessments on the same.
10. Attend multi agency meetings as required to discuss the safe transportation of specialist transport passengers and carry out home visits to meet the with their parents, carers and to resolve operational problems
11. Advise the Transport Operations team on factors affecting the procurement of transport which achieve value for money and meet individual learner needs, which are consistent with good procurement and financial practice, as well as within the law.
12. Ensure contractor compliance through regular monitoring visits to schools, and advising Transport Operations team on suspending or ceasing contracts where non-compliance is discovered
13. Undertaking investigations into transport related incidents & making recommendations accordingly
14. Advising on safeguarding issues for the transportation of vulnerable specialist Transport passengers with additional needs.
15. Support the commissioning and if necessary, delivery of training courses on transport assistance for specialist transport
16. Assist in the Council's appeal's process including researching appeals, preparing appeal documentation and managing the process of both Stage 1 and Stage 2 (panel hearings) appeals.
17. Promote the duty of care around passenger transport provision, including Health & Safety considerations through the extensive use of a risk assessment process.
18. Maintain up to date and accurate records and prepare reports for senior officers as requested.
19. Such other duties as required by the Team Managers commensurate with the duties of the post.
20. Special Factors
 - i. The nature of the work will often involve the jobholder carrying out work outside of normal working hours.
 - ii. The nature of the work will involve the jobholder carrying out work at different locations than their designated base.
 - iii. The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by their own training needs & those of the service.
 - iv. Expenses will be paid in accordance with the Local Conditions of Service.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

1. NVQ Level 3 or equivalent in appropriate area OR British Safety Council Level 2 award in Risk Assessment (or equivalent)	A, D
2. Experience of working with learners with special educational needs and disabilities or adult social care customers and their families.	A, I
3. Experience of preparing risk assessments relating to health and safety	A, I
4. Proven skills in effective involvement and partnership work	A, I
5. Able to persuade, influence & negotiate	A, I
6. Able to cope and function effectively when working in a pressurised environment.	A, I
7. Good communication skills both written and verbal, including difficult conversations	A, I
8. Knowledge of transport operational issues and understanding of the duties upon local authorities with regard to Special Educational Needs and Disabilities (SEND), Adult Social Care and Equality and Diversity	A, I
9. Able to use own initiative in planning & prioritising own workload	A, I
10. Able and willing to travel effectively across the County. Disabled applicants should be able to perform the job with reasonable adjustments, where necessary.	A, I
11. Good level of computer skills, including Microsoft Office (Word, Excel).	A, I

Desirable Criteria

Assessed By:

1. Ability to lead projects, including consulting with users and providers.	A, I
2. Health and safety qualification (IOSH)	A, D

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

	Provision of personal care on a regular basis		Driving HGV or LGV for work
	Regular manual handling (which includes assisting, maneuvering, pushing and pulling) of people (including pupils) or objects	✓	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
	Working at height/ using ladders on a regular/ repetitive basis		Restricted postural change – prolonged sitting
✓	Lone working on a regular basis		Restricted postural change – prolonged standing
	Night work		Regular/repetitive bending/ squatting/ kneeling/crouching
	Rotating shift work		Manual cleaning/ domestic duties
✓	Working on/ or near a road	✓	Regular work outdoors
✓	Significant use of computers (display screen equipment)	✓	Work with vulnerable children or vulnerable adults
	Undertaking repetitive tasks	✓	Working with challenging behaviours
	Continual telephone use (call centres)		Regular work with skin irritants/ allergens
	Work requiring hearing protection (exposure to noise above action levels)		Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
	Work requiring respirators or masks		Work with vibrating tools/ machinery
	Work involving food handling		Work with waste, refuse
	Potential exposure to blood or bodily fluids	✓	Face-to-face contact with members of the public
	Other (please specify):		