

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 Officer	JEID	M0011
Salary Grade:	I		
Team:	Specialist Transport - Transport Operations		
Service Area:	Transport and Highways		
Primary Location:	Barrack Street, Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Network Coordinator		
Responsible for:	N/A		

Role Purpose

To arrange transport for children and vulnerable adults to and from their school, college and daycare establishments.

To appoint, manage and maintain contracts with suppliers.

To investigate and respond to queries, complaints and concerns with regard to these transport arrangements.

Role Responsibilities

To organise, administer, manage and maintain various transport contracts for Warwickshire children and vulnerable adults to travel between home and school, respite or daycare establishments.

Run tender processes and appoint suppliers to contracts in consultation with the Specialist Transport Network Coordinator.

To negotiate variations in requirements and prices of contracts as required to ensure efficient use of suppliers at most cost effective prices.

Assist with reviewing of the transport network on a cyclical basis.

To provide support to Transport Operations staff at remote locations as required.

To represent the Transport Operations Group at any meetings considered appropriate to the duties of the postholder.

To carry out other such duties as may be required from time to time by the Specialist Transport Network Coordinator or Specialist Transport Manager.

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:

Ability to work both independently and as part of a team, knowing when to seek further advice	A, I
Good computer skills with experience of using databases and working knowledge of Word and Excel	A, I
The ability to work within broad practice or guidelines whilst using discretion over a broad area of activity	A, I
Developed organisational and time management skills in managing competing pressures and priorities	A, I
The ability to work under a high degree of pressure and deal with conflicting demands	A, I
The ability to independently interpret and analyse varied information or situations to produce solutions over the long term	A, I
Strong and effective oral and written communication skills with the ability to communicate, in person and/or writing, complicated or sensitive information with varied audiences	A, I
Good negotiating skills	A, I
Respect and maintain confidentiality of information	A, I
Good geographical knowledge of Warwickshire	A, I
At least two years experience of working in an administrative office environment	A, I
At least 4 GCSEs at Grade C or above (or equivalent) to include English and Maths	A, D

Desirable Criteria

Assessed By:

Ability to travel effectively around Warwickshire	A, I
Basic knowledge of passenger transport issues	A, I
Experience of working in a transport related role	A, I
Appropriate qualification such as BTEC, HNC or HND in Public Administration,	A, D

Business Studies / Finance	
Ability to work outside normal office hours	A, I
A commitment to customer care and continuous improvement in service quality	A, I

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.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input checked="" type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery

<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	