

# Job Description

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 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:	Driver	JEID	E0039
Salary Grade:	Scale D		
Team:	Mobile, Home Delivery and Transport Team		
Division / Service:	Customer Services Face to Face		
Directorate:	Resources		
Primary Location:	Library Transport Service Hub, Montague Road, Warwick		
Responsible to:	Library Team Leader: Communities		
Responsible for:			

### Role Purpose

Daily delivery of books and other materials to libraries and sites throughout Warwickshire including schools, nurseries and residential establishments using Directorate Library vans.

### Role Responsibilities

**Please note:** This job description reflects the duties at the time it was drawn up. Such duties may be varied from time to time without changing the general character of the post or level of responsibility entailed.

#### Core Responsibilities

**Within the context of service plans and policies, the post-holder may be expected to carry out any of the following duties:**

1. Make regular daily deliveries of stock and equipment to libraries and other places within the county using Directorate Library vans.
2. Regularly clean and maintain the vehicle including daily safety checks and the accurate completion of driver logs and all other documents relating to the vehicle.
3. Ensure that at all times vehicles being driven by the post holder are operated within the law and the rules and regulations as set out by the County Council.

4. Ensure the safe stowage of materials on delivery vans for safety and to avoid material damage.
5. Deliver collections of stock to residential establishments, to liaise with Homes Managers and receive feedback, including the carrying of stock into and out of the buildings and the completion of the customer service checklist. To undertake other duties associated with the Mobile Depot, including visiting housebound readers, as required.
6. Advise on service schedules and routes to ensure the efficiency of the service.
7. Remove salvage and discarded stock.
8. Assist with any other carrying and lifting duties or routines as required.
9. Support promotional events and roadshows, to assist with the erection and dismantling of displays as required.
10. Advise on the use of Directorate vehicles in adverse weather conditions.
11. Assist with packing and other routines for loans and projects associated with Schools' Library Service materials as is necessary and the completion of any documentation associated with this service as required.
12. Uphold Equal Opportunities and Health and Safety policies, with particular regard to keeping the workplace and vehicle safe and tidy and observing safe manual handling practices.
13. Undertake any other duties, as required, which are commensurate with the grading of the post.

## 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:
Hold a current full driving licence	A, D
Physically fit, i.e. able to carry out the duties in the job description. Lifting and carrying is an essential part of this post. (Suitable mechanical aids and training will be provided)	A, I
Experience of driving regularly as part of normal work duties	A
Ability to work effectively within a team and with staff at all levels	A, I
Ability to work without constant supervision	I
An awareness of Health and Safety in a vehicle and public environment including the ability to carry out visual safety checks and simple practical maintenance on vehicles according to given guidelines	A, I
Ability to organise and prioritise tasks including sorting and identifying items for delivery within agreed deadlines	A, T

Ability to complete accurately all relevant documentation	<b>A, T</b>
A flexible approach to work within the needs of the services including working weekend, evening and call-out as required.	<b>A, I</b>
Have a positive attitude to change and willingness to challenge and suggest improvements.	<b>A, I</b>
Willingness to undertake training and development opportunities	<b>A, I</b>
Ability to maintain confidentiality	<b>A, I</b>
Courteous and effective communication skills, in person, by telephone and in writing.	<b>A, I</b>
The successful applicant will be subject to a criminal record check with the Disclosure & Barring Service (DBS) before the appointment can be confirmed	<b>D</b>
Commitment to Equal Opportunities	<b>A, I</b>

<b>Desirable Criteria</b>	<i>Assessed By:</i>
Experience of driving delivery van up to 7.5 tonnes	<b>A</b>