

# 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 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:	Driver – Mobile Library	JEID	JO451
Salary Grade:	Scale F		
Team:	Mobile Libraries and Outreach		
Service Area:	Business and Customer Services		
Group:	Resources		
Primary Location:	Unit 4, WCC Hawkes Point, 1 Hawkes Drive, Heathcote Industrial Estate, Warwick, CV34 6LX		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Manager: Mobiles and Outreach		
Responsible for:	N/A		

This post has been designated as requiring a Standard Disclosure from The Criminal Records Bureau. It is therefore essential that you are willing to complete a Disclosure form if offered the post.

### Role Purpose

To deliver mobile library services to customers in rural and urban areas. As well as nurseries, nursing homes and sheltered accommodation.

### 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. To drive and position Mobile Library vehicles according to legal and health and safety requirements as required.

2. To be responsible for day to day operational activities on the Mobile Library including active promotion of books and reading, handling customer enquiries and giving ICT assistance as appropriate, observing all health and safety requirements.
3. Drive and operate vehicles within the law and the rules and regulations as set out by the County Council.
4. To carry out administrative and clerical routines accurately and efficiently and where appropriate to comply with all financial regulations.
5. To carry out various duties in relation to computerised information, for example entering and updating records on the library management system, and other databases and documents as required.
6. To assist and ensure the safety of users while they are on the Mobile Library, including the safe operation of the ramp.
7. To participate in outreach and promotional work as required.
8. To participate in induction, training and development of staff, as appropriate.
9. To undertake training and development opportunities.
10. 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.
11. To advise on the scheduling of stops and routes to ensure efficiency of use.
12. To advise on the use of the WCC vehicles in adverse road conditions.
13. 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, as well as safeguarding children and vulnerable adults, maintaining confidentiality.
14. To undertake any duties as required which are commensurate with the grading of the post.
15. There may be a requirement for working some evenings and weekends. Working patterns are based on the needs of the service and are subject to change.

## 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).

<b>Essential Criteria</b>		Assessed By:
1	Hold a current LGV Driving Licence Category C1 or HGV equivalent category	A I D
2	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 T
3	4 GCSE passes (or equivalent) to include English and Maths. Good numeracy and literacy which includes the ability to work with decimal numbers and the ability to sort alphabetically.	A I T
4	Experience of driving vehicles up to 7.5 gross tonnes or above.	A I T
5	A systematic, methodical and accurate approach to work.	A I
6	Experience of working with members of the public in a customer service environment.	A I
7	Ability to work effectively within a team and with staff at all levels	A I
8	Courteous and effective communication skills in person, by telephone and in writing.	A I
9	Experience of using ICT and Windows based computer packages.	A I
10	Ability to access and support users to access online services such as government websites, application forms, web email accounts and other similar services.	A I
11	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
12	Ability to work without constant supervision.	A I
13	Ability to organise and prioritise tasks and make effective decisions.	A I
14	Ability to work effectively under pressure and to meet deadlines.	A I
15	A flexible approach to work within the needs of the services including working weekend, evening and call-out as required.	A I
16	Ability to travel effectively around the county.	A I
17	Ability to share enthusiasm and knowledge of books and reading with customers.	A I
18	Awareness of and commitment to Customer Care.	A I
19	A flexible and creative approach to problem solving.	A I
20	Commitment to Equal Opportunities.	A I
21	Have a positive attitude to change and suggest improvements and encourage others to embrace change.	A I

22	Willingness to undertake training and development opportunities.	A I
23	Ability to maintain confidentiality	A I

Assessed  
By:

### Desirable Criteria

Experience of route planning	A I
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## 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 checked="" type="checkbox"/> Driving HGV or LGV for work
<input checked="" 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 type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" 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 checked="" type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input 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 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 checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	