

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:	Discovery Den Driver/ Coordinator		
Salary Grade:	Scale F		
Team:	Mobile Libraries and Outreach		
Service Area:	Workforce and Local 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:	TBC		
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 Discovery Den services across Warwickshire, including creation and scheduling of routes and stops to an agreed timetable.

To deliver according to an agreed schedule books and other materials to SEND settings and members of the public across Warwickshire including outreach events.

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 the Discovery Den vehicle according to legal and health and safety requirements as required.

2. To be responsible for day-to-day operational activities on the Discovery Den including active promotion of books and reading, handling customer enquiries and giving equipment 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, the customer relationship management system and other databases and documents as required.
6. To assist and ensure the safety of users while they are on the Discovery Den, including the safe operation of the rear 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 including driver certificate of professional competence (CPC).
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 and be responsible for creation of same.
12. To advise on the use of 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 maintaining confidentiality.
14. Assist with packing and other routines for loans associated with the Discovery Den as necessary and the completion of any documentation associated with this service as required.
15. To undertake any duties as required which are commensurate with the grading of the post.
16. 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).

Essential Criteria

Assessed By:

Hold a current LGV Driving Licence Category C1 or HGV equivalent category	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 T
Good numeracy and literacy which includes the ability to work with decimal numbers and the ability to sort alphabetically.	A T
Experience of driving vehicles up to 7.5 gross tonnes or above.	A T
A systematic, methodical and accurate approach to work.	A I
Experience of working with members of the public in a customer service environment.	A I
Experience of using ICT and Windows based computer packages.	A I
Courteous and effective communication skills in person, by telephone and in writing.	A 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 work without constant supervision.	A I
Ability to organise and prioritise tasks and make effective decisions.	A I
Ability to work effectively within a team and with staff at all levels.	A I
Ability to work effectively under pressure and to meet deadlines.	A I
A flexible approach to work within the needs of the services including working weekend, evening and call-out as required.	A I
Ability to travel effectively around the county.	A I
Ability to share enthusiasm and knowledge of books and reading with customers.	A I
Awareness of and commitment to Customer Care.	A I
A flexible and creative approach to problem solving.	A I
Commitment to Equal Opportunities.	A I
Have a positive attitude to change and suggest improvements and encourage others to embrace change.	A I

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

Desirable Criteria

Assessed By:

4 GCSE passes (or equivalent) to include English and Maths	A D
Experience of working with SEND children and adults	A I
Experience of route planning	A I
CPC Driving Qualification	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):	