

Role Profile

Post Title:	Driver (PCV)
Grade:	4
Date Created:	27th August 2019

ROLE DEFINITION

To ensure the safe transportation of service users on North Ayrshire Council transport to and from various venues.

KEY TASKS AND RESPONSIBILITIES

Corporate Responsibilities

- Undertake individual role in line with the Council's Strategic Priorities and in compliance with the Council's corporate policies and procedures.
- Undertake any other reasonably required duties as instructed by Management or someone acting on their behalf, in addition to the role specific tasks & responsibilities detailed below.

Role Specific Tasks & Responsibilities

- Daily vehicle checks, including routine maintenance.
- Maintain the cleanliness of vehicles, both inside and out.
- Adhere to road legislation and joint responsibility to adhere to policies and procedures of North Ayrshire Council for the safe transportation of service users from Social Services and Educational establishments.
- Transportation of service users with learning disabilities and/or complex physical disabilities.
- Transportation of goods, equipment's and personnel.
- Assisting in the loading and unloading of the vehicle, using where necessary, mechanical aids and completion of associated paperwork.
- Communicate with parents/carers and staff to pass on any relevant information.
- Contribute to risk assessments involving the transportation of service users.



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- Undertake any other duties consistent with the job description as prescribed by senior management in relation to the exigencies of the service.



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ESSENTIAL / DESIRABLE CRITERIA

	Essential	Desirable	Evidence
Education and Qualifications	<ul style="list-style-type: none"> PCV Licence holder (Category D) 	<ul style="list-style-type: none"> CPC Driver qualification 	<ul style="list-style-type: none"> Application Form Interview
Experience	<ul style="list-style-type: none"> Driving passenger carrying vehicles Working with the general public/ community groups 	<ul style="list-style-type: none"> Working with adults with Learning Disabilities and older people 	<ul style="list-style-type: none"> Application Form References Interview
Specialist Knowledge	<ul style="list-style-type: none"> Vehicle maintenance checks required for passenger carrying vehicles 	<ul style="list-style-type: none"> Understanding of the need to communicate effectively with service users and carers 	<ul style="list-style-type: none"> Application Form Interview Pre/Post-Interview Check (if appropriate)
Skills and Abilities	<ul style="list-style-type: none"> Communication skills Ability to empathise with service users and their carers 	<ul style="list-style-type: none"> Commitment to providing a high-quality service for service users and their carers 	<ul style="list-style-type: none"> Application Form References Interview
Other	<ul style="list-style-type: none"> Ability to work flexible hours Required to join the PVG Scheme for this type of regulated work 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Application Form Interview Pre/Post-Interview Check (if appropriate)

Please be aware that the successful candidate must be able to travel throughout North Ayrshire (own car/public transport/pool cars etc) for work purposes, meetings, training courses etc.



OUR STAFF VALUES & BEHAVIOURS

Value	Behaviours
<p><u>Focus</u> we put our customers first we understand the bigger picture</p>	<ul style="list-style-type: none"> • Provide excellent customer services • Meet and, where possible, exceed the expectations of internal and external customers • Understand the performance levels and standards required within our own role and strive to achieve and, where possible, exceed these • Know how the work we do fits into the overall performance of the Council
<p><u>Passion</u> we take pride in the jobs we do we are ambitious for our community</p>	<ul style="list-style-type: none"> • Take ownership of our own actions and performance • Reflect on the work we do and consider how it could be improved • Have a positive impact on the lives of our customers and their communities • Push the boundaries to help our customers and communities realise their potential
<p><u>Inspiration</u> we all look for better ways to deliver our services we achieve the best results by working together</p>	<ul style="list-style-type: none"> • Find new ways to deliver improvements, efficiencies and value for money • Embrace change with enthusiasm and creative ideas • Work together and creatively produce the best outcomes for our customers and communities • Plan all activities with the end goal in mind

