

Role Profile

Role Profile Created: 27th August 2019

Post Title:	Driver (PCV)
Grade:	4

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, ensuring cleaning and routine maintenance of vehicles.
- 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.
- 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"> • Experience of driving passenger carrying vehicles • Experience of working with the general public/community groups 	<ul style="list-style-type: none"> • Experience of 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"> • Knowledge of 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)

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OUR STAFF VALUES & BEHAVIOURS

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