Post Specification

Post Specification - Key Information

- **Post Title: Driver**
- **Date: November 2024**
- **Post Group Number: 8423**
- **Job Family: Operations**
- **Job Family Role Profile: OP3**
- **Final Grade: 6**

To be read in conjunction with the job family role profile.

Service Area Description

Adult Social Care vision is “People living in a place they call home with the people and things that they love, in communities where they look out for one another, doing the things that matter to them.”

The service has a key role in influencing and shaping service models in Westmorland and Furness, and ensures that in all instances people are supported to achieve their most independent outcome in keeping with the Promoting Independence and Wellbeing Programme and becoming a community powered council.

Purpose of this Post

The role of the Driver Technician is to assist in the efficient and effective delivery of a range of activities related to quality equipment provision by using agreed processes and practices.

Key Job Specific Accountabilities

1. (Undertake driving and delivery duties across Westmorland and Furness to deliver, fit, demonstrate, and adjust equipment to ensure it works effectively so risks to customers are minimised and statutory requirements are met.
2. Undertake collection duties to ensure equipment is dismantled and uplifted safely, efficiently and respectfully in order for it to be returned to stores for the purpose of refurbishment and re-issue.
3. To drive vehicles as dictated by license conditions which will include carrying out daily vehicle checks as per the council’s driver’s manual.
4. Responsibility for ensuring all relevant documentation and instructions are provided to the equipment user.
5. Maintain and contribute to relevant records, in real time, using appropriate electronic systems to ensure records are complete, accurate, and inform prescribers in a timely way.
6. Communicate with customers and their carers in a sensitive and informative way to ensure equipment is delivered, demonstrated, or collected appropriately.
7. Comply with all relevant Health and Safety procedures e.g. Incident Reporting, Infection Prevention, Manual Handling, Road Traffic Act, PPE, to ensure the safety of self, colleagues and customers.

Key Facts and Figures of the Post

- **Budget Responsibilities**: None
- **Staff Management Responsibilities:** None
- **Other:** None

Essential Criteria

- Basic literacy and numeracy skills

- Experience of working with members of the public preferably in a care related environment
- A full driving licence with at least 1 years driving experience
- Physically fit with the ability to lift heavy items in accordance with Health and Safety procedures
- Commitment to ongoing personal development through the attendance of regular training e.g. equipment familiarisation
- Ability to work plan and organise daily activities to ensure work is completed efficiently and effectively and in line with the needs of customers
- ICT competent with the ability to use standard and bespoke software
- An ability to work within a team environment, working together to develop and continually improve the service
- Experience of working without immediate supervision to problem solve
- Awareness of Health & Safety issues including manual handling, occupational driving risks, infection prevention, incident reporting and risk assessments
- Understand the need to respect confidentiality
- Good communication skills
- Understanding of how to deal with customers to deliver quality, high levels of customer care

Disclosure and Barring Service (DBS) Checks

- This post requires / does not require a DBS check.

- The level of check required is *(remove others not required):*
  - DBS Enhanced - no barred list

Job Working Circumstances

- **Emotional Demands:** Involves occasionally dealing with individuals who are distressed
- **Physical Demands:**
- Requirement to travel across the Westmorland and Furness area
- Ability to safely lift large items of equipment
- Significant physical effort, and undertaking assembling and disassembling of equipment activities which will involve kneeling, crouching, working in restricted spaces
- Prolonged sitting for driving activities
- **Working Conditions:**
- Normal working conditions in a range of locations including warehouse, customer domestic premises and care homes
- Extensive travelling across Westmorland and Furness

Other Factors:

- Rota based work pattern to support service operating hours which will include evenings and weekends.
- To use digital and computerised systems as required.