

## APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **Mobile Services Driver Assistant**

**Vacancy ID: 007005**

Salary: £9.4600 per hour

Closing Date: 18/12/2016

### **Benefits & Grade**

Grade E

### **Contract Details**

2 posts, Casual

### **Contract Hours**

As and when required

### **Job Description**

Stockton Libraries & Heritage Service is passionate about providing access to books, information, IT, events and activities to residents across the borough. For those unable to get to a library we take the service to them through our Mobile Services, this includes residential homes, schools and rural areas of the borough.

We are currently looking for 2 casual Mobile Services Driver Assistants to provide holiday and sickness cover as and when required.

You will be responsible for driving the 7.5 tonne Mobile Library so it is essential that you hold a driving licence that qualifies you to drive this size vehicle. You will be expected to undertake regular vehicle checks and adhere to servicing schedules. You will also operate the vehicle lift and assist people getting onto and off the Mobile Library.

You will need to be enthusiastic, reliable, flexible and have good communication skills as you will deal with members of the public of all ages and from a range of backgrounds. An interest in books and reading would be beneficial.

IT skills are required in order to access our Library Management System to assist with issuing and discharging books, training will be given. You will assist with loading book stock on to the vehicle.

Familiarisation training will also be given before you are permitted to drive the vehicle. A full clean driving license is required.

For detailed information on this role, please refer to the Job Description and Person Specification.

For a further informal discussion, please contact Karen Morris, Health & Wellbeing Librarian, on 01642 526518.

An online application form and further information is available from [www.stockton.gov.uk/job-vacancies/](http://www.stockton.gov.uk/job-vacancies/). Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

**CULTURE, LEISURE & EVENTS  
JOB DESCRIPTION**

**Post Title:** Mobile Services Driver Assistant  
**Post Ref:** 15535  
**Grade:** E  
**Responsible to:** Community Libraries Officer

**Job Purpose:**

To drive vehicles working out of Priority Services, and to assist in the provision of the library services available via the vehicle to a diverse range of communities across Stockton Borough.

**Main Duties and Responsibilities:**

1. To participate in the daily operation of Mobile Library Services delivering Mobile Services to all parts of the borough by vehicles, where appropriate assisting members of the public on and off the vehicle.
2. To assist the Health and Wellbeing Officer and Mobile Services Officer in the provision of the service including the delivery of the day to day services from the vehicles, assisting with admin tasks in the Priority Services department e.g. putting up Satellite Collections
3. To take part in events/ Council initiatives across the borough to promote Mobile/Council Services as and when required. Assisting in sessions delivered from the Priority Services department including Reminiscence Sessions and Reading Groups.
4. The ability to take responsibility for own work without constant supervision
5. To supervise relief /casual staff in the absence of the Mobile Services Officer, assisting in staff training across the department.
6. To be responsible for Driving duties as follows: -  
To drive any vehicle within the Section  
To fuel the vehicle regularly  
To garage the vehicle on a nightly basis  
To monitor the vehicles oil, tyres, water etc, reporting any faults to senior staff and the Fleet Management Section.
7. To make suggestions for improvements to the service and help review the routes as and when required.
8. The ability to carry books to and from the library vehicle, in all types of weather for 90% of the working day.
9. To deal with complaints/commendations in the first instance seeking advice from senior staff members when necessary, adhering to the corporate system.
10. To undertake any training that is deemed necessary to meet the duties and responsibilities of the post via internal and external providers e.g. Frontline, reminiscence therapy.
11. To work in agreed quality and innovation standards.

12. To handle cash where required and assist in carrying out financial routines e.g. counting of daily cash takings, carrying out banking in accordance with Council Procedures.
13. To take reasonable care of your own health and safety and co-operate with management so far as is necessary to enable compliance with the Authorities Health and Safety rules and legislative requirements.
14. To ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council.
15. To undertake such other duties and responsibilities commensurate with the grading and nature of the post.
16. To be aware of and to adhere to all council financial, legal and administrative policies and procedures.

This job outlines the main activities of the post holder. It is not meant to be, nor is it an exhaustive list of specific duties and activities. The post holder will be expected to undertake any duties which could reasonably be construed as being part of the post and which arise out of the running of the service as a whole.

**CULTURE, LEISURE & EVENTS  
PERSON SPECIFICATION**

**Post Title:** Mobile Services Driver Assistant  
**Post Ref:** 15535

<b>FACTOR</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Qualification	<p>4 GCSE's Grades A-C or equivalent, including Maths and English</p> <p>ECDL or equivalent ICT qualification</p> <p>Valid Driving License without serious Convictions which qualifies the holder to drive vehicles of 7500kg(C1)</p>	Relevant NVQ
Experience/Knowledge	<p>Previous Library work or experience of working with the public for a minimum of two years.</p> <p>Knowledge of the local area</p>	
Skills	<p>Methodical and Organised</p> <p>Flexible and Adaptable</p> <p>Ability to work on own initiative and as part of a team</p> <p>Keyboard/Computer Skills</p> <p>Interest in reading/knowledge of books</p> <p>Ability to deliver activities to a range of people from diverse backgrounds</p> <p>Research Skills</p> <p>ICT Skills</p> <p>Map Reading</p>	Ability to work with specific client groups, e.g. children, teenagers.
Other (eg. attitudes and interests)	<p>Excellent interpersonal skills</p> <p>Ability to relate to a diverse range of people</p> <p>Outgoing/friendly manner</p> <p>Non judgemental</p>	