

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 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, alternatively 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: 009589

Salary: £8,840.50 - £9,159.50 Annually

Closing Date: 16/12/2018

Benefits & Grade

Grade E

Contract Details

Permanent

Contract Hours

18.5 hours per week

Disclosure

The successful applicant will be subject to an enhanced DBS check

Job Description

Stockton Library & Information 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 nursing and residential homes, schools and rural areas of the borough.

We currently have a vacancy for a Mobile Services Driver Assistant and we're looking for somebody with a positive attitude and a commitment to delivering a quality service to join the team.

You will be responsible for driving the 7.5 tonne Mobile Library as well as the Home Delivery Service van, taking the library service to residents across the borough. 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 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 as you will assist in putting together collections of books for loan to businesses and residential homes, support story times within schools and nurseries, as well as finding reading material to suit customers' preferences.

You will work within a small team and will be expected to take responsibility for your own work. IT skills are required in order to access our Library Management System, although training will be given on the system itself.


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

Please ensure you refer to the essential and desirable criteria detailed in the Person Specification when completing your application as they are used to select candidates for interview.

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/. Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email 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.

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate:		Service Area:
Culture, Leisure and Events		Library and Information
JOB TITLE: Mobile Services Driver Assistant		
GRADE: E		
REPORTING TO: Health & Wellbeing Librarian		
1.	JOB SUMMARY: To drive vehicles working out of Mobile Services and to assist in the provision of library services available via vehicle to a diverse range of communities across Stockton Borough.	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
	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 Mobile 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 Mobile 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: - <ul style="list-style-type: none"> • To drive any vehicle within the Section • To fuel the vehicle regularly • To garage the vehicle on a nightly basis • To monitor the vehicle's 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 undertake such other duties and responsibilities commensurate with the grading and nature of the post.
	15	To be aware of and to adhere to all council financial, legal and administrative policies and procedures.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade of E using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required 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.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

PERSON SPECIFICATION

Job Title/Grade	Mobile Services Driver Assistant	E
Directorate / Service Area	Culture, Leisure and Events	Library and Information Service
Post Ref:	31003	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	4 GCSEs Grades A-C or equivalent, including Maths and English ECDL or equivalent ICT qualification Valid Driving License without serious Convictions which qualifies the holder to drive vehicles of 7500kg (C1)	Relevant NVQ	Application form
Experience	Previous Library work or experience of working with the public for a minimum of two years. Knowledge of the local area		Application / Interview
Skills	Methodical and Organised Flexible and Adaptable Ability to work on own initiative and as part of a team Interest in reading/knowledge of books Ability to deliver activities to a range of people from diverse backgrounds Research Skills ICT Skills Map Reading	Ability to work with specific client groups, e.g. children, teenagers.	Application / Interview

Specific behaviours relevant to the post	Demonstrate the Council's Behaviours which underpin the Culture Statement.		Application / Interview
Other requirements	Excellent interpersonal skills, Ability to get relate to a diverse range of people Outgoing/friendly manner Non judgemental Subject to Enhanced DBS check		Application / Interview

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.