# **PERSON SPECIFICATION: Transport Officer POST REFERENCE: 103201**

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

|  |  |  |
| --- | --- | --- |
| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Educational/vocational/ occupational qualifications and/or training** * **Specific qualifications (or equivalents)** | NVQ3 or equivalent qualifications or experience (F)  Committed to ongoing personal and professional development (F, I, R) | A Level standard education or equivalent (F)  Hold a Driving licence including D1 provision (F, I)  Hold a Driving licence including D (PCV) provision (F, I) |
| * **Work or other relevant experience** | Experience of providing administrative support , interpreting and applying policies and procedures (I, R, F)  Ability to produce reports / minutes / present data using Microsoft office packages (word, excel PowerPoint.) (I, R, F)  Proven ability to deal with members of the public in person or via telephone and e-mail. (R, I) | 2 years’ experience of a similar role within in a Local Government setting (R, F)  Supervisory experience (F, I)  Previous experience of vehicle management (F, I)  Related experience within Adult Care Services (F,I,) |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

**2**

|  |  |  |  |
| --- | --- | --- | --- |
| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | |
| * **Skills, abilities, knowledge and competencies** | Ability to arrange meetings / events and disseminate related documents and paperwork (I)  Ability to work on own initiative (I, R)  Proven ability to work as part of a team across a broad range of services (I, R)  Ability to interpret legislation, Policies and Guidance  Willingness to learn, adapt and implement new ways of working (R) | Evidence of self-motivation and initiative(R)  Ability to collate and present data to assist with monitoring of service performance indicators (I, F, R) | |
| * + **General competencies** | Enthusiastic and positive approach to challenging situations and change (R, I)  Committed to continuous improvement (R, I)  Ensures that tasks are complete (R, I)  Demonstrates a professional approach to all work situations (R) |  | |
| **ESSENTIAL / DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

**On-going Training Requirements**

The post holder will be required to undertake the following mandatory/essential training at the frequency indicated.

|  |  |
| --- | --- |
| **Mandatory/Essential Training** | **Frequency** |
| Minibus Driver Training – MiDAS  Passenger Assistant Training - PATS  Manual Handling – People  Passenger Lift Training  Vehicle Inspection  Emergency Aid  Safeguarding  Information Governance  Health and Safety  Any Corporate Training relevant to the role | Every four years  Every four years  Every three years  Every three years  Every three years  Every three years  Every three years  Annually  Every three years (or when required)  As and when required |

Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.