# **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.**

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| REQUIREMENTS | ESSENTIAL CRITERIAPlease indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)  | DESIRABLE CRITERIAPlease 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)** |

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| * **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.

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| **Mandatory/Essential Training** | **Frequency** |
| Minibus Driver Training – MiDASPassenger Assistant Training - PATSManual Handling – PeoplePassenger Lift TrainingVehicle InspectionEmergency AidSafeguardingInformation GovernanceHealth and SafetyAny Corporate Training relevant to the role | Every four yearsEvery four yearsEvery three yearsEvery three yearsEvery three yearsEvery three yearsEvery three yearsAnnuallyEvery 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.