# **PERSON SPECIFICATION: Transport Coordinator POST REFERENCE: 102211**

**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 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) |
| * **Work or other relevant experience** | At least 2 years’ experience of providing administrative support. (I, R, F)  Experience of interpreting and applying, legislation and policies and procedures  Supervisory experience (F, I)  Experience of producing reports / minutes / present data using Microsoft office packages (word, excel PowerPoint.) (I, R, F)  Experience of responsibility for developing and maintaining up-to-date information systems (F, I)  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 a Local Government setting (R, F)  Previous experience of financial management  Previous experience of contract management and tendering protocols  Previous experience of recruitment and appraisal of staff  Previous experience of Health and Safety management  Previous experience of safeguarding protocols |
| **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** | Experience of arranging meetings / events and disseminate related documents and paperwork (I)  Ability to work on own initiative (I, R)  Proven ability to work and lead 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)  Ability to be persuasive and/or negotiate to achieve desired outcomes (I, 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)  Previous experience of financial processes | |
| * + **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)  Flexible approach to the working week (I)  Demonstrates a professional approach to all work situations (R)  Current clean driving licence and willingness to occasionally drive a minibus when required (I) |  | |
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**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** |
| Safeguarding  Information Governance  Health and Safety  Any Corporate Training relevant to the role | 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.