**JOB DESCRIPTION**

**Neighbourhoods & Regulatory Services**

**JOB TITLE:** Transport Coordinator

**DIVISION:** Place Management

**GRADE:** Band 10

**RESPONSIBLE TO:** Passenger Transport Services Team Leader

**POST REFERENCE:**  102211

**Purpose of Post**

To provide effective supervision to the Passenger Transport Services Team supporting the operation of transport provision to vulnerable adults, students and the community as a whole.

**Main Duties and Responsibilities**

1. To act as lead administrative officer in respect of transport and travel arrangements, including contract and tendering processes and the employment of suitable staff
2. To act as lead officer in respect of quality and safety inspections
3. To assist the Passenger Transport Team Leader, in the development of systems in order to ensure the continued development of passenger transport arrangements, including the provision of an effective private hire service
4. To develop, manage and monitor systems and processes
5. Liaise with internal and external bodies regarding the services operated on behalf of HBC
6. To assist in the preparation of reports, statistical returns and other documentation as appropriate
7. To contribute to the development of policies, and when required to lead on the review and development of procedures
8. Coordinate the Disclosure and Barring background checks for staff and contractors and maintain an effective tracking system
9. Advise and support, in a supervisory capacity, passenger transport services staff and any other staff linked to the provision of transport services
10. Carry out recruitment, appraisal, training and day to day management of all Passenger Transport Services staff
11. To plan and facilitate meetings/events as required, and on occasions prepare and deliver presentations/training to appropriate audiences.
12. Assist in ensuring that there is compliance with all deadlines, security requirements and working systems and procedures
13. Attend and participate in training and development courses for staff as required, and participate in schemes of assessment, professional development and review
14. To gain and maintain an up-to-date and detailed knowledge of relevant legislation, and provide advice to Council staff, schools, operators and service users on its application to individual situations
15. Support all operational requirements in relation to the provision of passenger transport services, including driving vehicles and providing passenger assistant services as and when required
16. To perform other duties of a related nature, that might reasonably be allocated by the Passenger Transport Team Leader.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: 7th April 2021

**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.**