

Kent County Council

Job Description: *Driver/Laboratory Assistant*

Directorate:	Growth, Environment and Transport
Unit/Section:	Kent Scientific Services
Grade:	KR3
Responsible to:	Calibration Section Manager

Purpose of the Job:

Drive the service's van(s) to transport samples in accordance with Road Traffic law and the Highway Code, and in accordance with good practice to maintain public safety whilst on the highway and meet clients' needs and expectations. Provide basic maintenance of the van(s) e.g. oil levels, tyre pressure, cleaning of vehicle to maintain basic working order and prevent unnecessary deterioration of the vehicle. Provide general assistance in the laboratory.

Main duties and responsibilities:

- Drive the van in accordance with Road Traffic law and the Highway Code to maintain public safety whilst on the highway.
- Represent the Service and County Council to clients and the general public with the highest degree of professionalism, protecting and enhancing our reputation.
- Liaise with clients prior to collection of samples and plan efficient routes for each day, minimising cost and environmental impact.
- Collect and deliver samples from various locations including clients' premises.
- Maintain security and evidential continuity of samples whilst in possession of them.
- Perform daily visual checks and basic maintenance for the vehicles e.g. oil levels, cleaning of vehicles, etc. and arrange, when necessary, the service and MOT of the vehicle(s) to maintain basic working order and prevent unnecessary deterioration of the vehicle(s). Carry out a weekly, recorded check in accordance with the maintenance schedule.
- Undertake sample preparation.
- Perform routine maintenance tasks in the Laboratory, including maintaining the cleanliness of the laboratory and equipment.
- Adopt a flexible approach to work and working hours, to include some working at weekends. Weekend (Sunday) working is expected at least once a month.
- Support the delivery of service by undertaking other appropriate tasks commensurate with the type and grade of post.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Driver/Laboratory Assistant*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • Educated to GCSE level in Maths, English, Science • Clean, current driving licence • A Full UK driving licence
EXPERIENCE	<ul style="list-style-type: none"> • Experience of driving vans up to 3.5 tonne capacity • Experience of delivering excellent customer service
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to drive the van in accordance with Road Traffic law, the Highway Code and good practice • Ability to establish rapport with clients and deliver excellent customer service • Ability to plan effective routes, minimising cost and environmental impact • Ability to prioritise work and deliver on time • Ability to adopt a flexible approach to work and working hours, including some work at weekends • Ability to identify and solve everyday job-based problems in liaison with supervisor where necessary
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge and practical application of Road Traffic law and the Highway Code • Awareness of Data Protection and confidentiality issues • Knowledge and practical application of procedures relevant to the job including manual handling and evidential continuity • Basic vehicle knowledge, sufficient to perform routine basic maintenance checks including tyre pressure, oil and fluid levels
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make

	<p>Our values enable us to build a culture that is:</p> <ul style="list-style-type: none">Flexible/agile - willing to take (calculated) risks and want people that are flexible and agileCurious - constantly learning and evolvingCompassionate and Inclusive - compassionate, understanding and respectful to allWorking Together - building and delivering for the best interests of KentEmpowering - Our people take accountability for their decisions and actionsExternally Focused - Residents, families and communities at the heart of decision making
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