

Directorate: Strategic and Corporate Services
Unit/Section: Member Services
Grade: KR5
Responsible to: Member Hub Team Leader

Purpose of the Job:

To provide a Driver service for the Chairman, Vice Chairman, Leader, Deputy Leader, Leader of the Opposition and Cabinet Members when on official council business. Due to the nature of the role short notice assignments may be requested from time to time.

Main duties and responsibilities:

- Drive the vehicle in accordance with the Rules and Regulations of the Highway Code, maintaining client, staff and public safety whilst on the highway and ensuring a good working knowledge of relevant legislation surrounding national driving standards.
- Be responsible for the vehicle ensuring compliance with health and safety and standards of road worthiness, driving in accordance with the Highway Code Regulations. Liaise with your line manager and the designated workshop regarding maintenance and repairs of the vehicles.
- Be responsible for having a working knowledge of Kent and London's road networks.
- Be responsible for effective route planning, pre planning each route using appropriate technology and resources taking into account any factors such as congestion charges, tolls, parking, traffic incidents, road closures and events such as Operation Brock.
- Be able to create contingency arrangements to adapt to changing circumstances and conditions on the Kent and London road network.
- Be available at varying times of the day, including evenings and weekends.
- Be smart and presentable at all times in order to maintain a professional appearance and act as an ambassador for Kent County Council.
- Be able to maintain complete confidentiality, discretion and professionalism in order to build a relationship of trust and confidence between driver and clients.

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

Kent County Council

Person Specification: *Driver*

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	Full clean UK Driving Licence
EXPERIENCE	Experience in a similar Driver role Experience of working in a customer and public facing role
SKILLS AND ABILITIES	Able to organise own workload and manage time effectively Excellent communication skills and the ability to provide information accurately and clearly Ability to maintain confidentiality Able to effectively plan routes in Kent and London, using technical and manual methods Able to undertake day to day operational duties unsupervised, including the ability to drive safely within legal limits Able to recognise and take effective action when the service does not meet the required standards Able to respond professionally when faced with difficult situations
KNOWLEDGE	Knowledge of relevant transport and highway regulations in Kent and London Understands and is able to apply health and Safety procedures relevant to the job, identifying and addressing potential changes Knowledge of and compliance with equality policy, procedures and legislation

BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <p>We are brave. We do the right thing, we accept and offer challenge</p> <p>We are curious to innovate and improve</p> <p>We are compassionate, understanding and respectful to all</p> <p>We are strong together by sharing knowledge</p> <p>We are all responsible for the difference we make</p>
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