

Democratic Services Job Description

POST:	Mayor's Driver/Attendant
GRADE:	Scale 5
RESPONSIBLE TO:	Mayor & Business Support Officer
RESPONSIBLE FOR:	None
JOB HOURS:	<p>Working hours: The post holder will be expected to work flexible hours each week which will normally be between 20-25 hours per week. There will be some weeks when there will be a variation to this working pattern.</p> <p>The post holder will be expected to be available to work every day of the week and occasionally later in the evening depending on the engagements the Mayor attends.</p> <p>Successful appointment will be subject to the candidate passing a Haringey Council driving test.</p>
LOCATION:	River Park House, Wood Green

BASIC OBJECTIVES OF THE POST

Your main responsibility will be to transport the Mayor to and from official events. Also accompanying the Mayor at meetings to ensure their safety and wellbeing. Occasionally you will be required to carry the mace at official council events.

In order to undertake your duties you will also be required to ensure that arrangements for the Mayor's transport are in place including any car hire, parking and also maintaining the integrity of the Mayor's Civic Regalia.

MAIN DUTIES & RESPONSIBILITIES

1. Your main duty is to drive the Mayor to and from official mayoral engagements.
2. To work with the Mayor's Business Support Officer to ensure that appropriate transport arrangements are in place for transporting the Mayor. Including organising vehicle hire and parking arrangements.
3. To accompany the Mayor at official mayoral engagements.
4. To ensure the safe transportation of the Mayoral and Deputy Mayoral regalia and chains.
5. To ensure vehicle is suitably clean inside and out for all engagements.
6. On occasion to accompany and ensure the safe transportation of the Mayor Deputy Mayor and guests to official engagements.
7. On occasion to be the formal mace bearer at council meetings and other civic events.

8. To be aware and report any health and Safety issues that arise.
9. Maintain a good relationship with the public by dealing courteously with any enquiries.
10. Perform all duties with due regard to political sensitivity and the need for confidentiality and discretion.
11. On occasion, polish and/or clean silver and other articles on display in the Parlour and to ensure kept in a clean and tidy condition.
12. Carry out all duties with due regard to the Officer Code of Conduct and the Protocol for Member/Officer relations and in particular to note that staff must never use their relationship with members to advance personal interests or to influence decisions improperly.
13. The post holder will regularly be required to carry out these duties and some outside of normal office hours including weekends, nights and weekends and will need to maintain a record of all journeys made.
14. In addition, any other duties such as basic admin or as may be required to support the service and requested by management.
15. To look after official guests of the Mayor and Mayoress/consort and/or the Deputy Mayor and Mayoress/Consort at official events.
16. To take photographs of the Mayor and Mayoress/Consort and the Deputy Mayor and Mayoress/Consort whilst at official engagements, wherever possible and ensure that the digital camera is kept safe at all times and is charged/downloaded as necessary.

The Mace-Bearer duties include:-

17. To carry the Mace at Council meetings, at Civic functions when required and other appropriate events.
18. To ensure that the Mace is kept clean and polished.
19. To ensure that the Mace is kept safe and secure and is available when necessary.

MAIN CONTACTS

List main contacts the post holder will deal with in the role.

1. Mayor and Business Support Officer
2. Mayor
3. Deputy Mayor
4. Acting Democratic & Scrutiny Manager
5. Member's Support Officer

RESOURCES

Stocks/Materials

The post holder will be responsible for ensuring the safe keep of mayoral regalia.

- Understanding, knowledge and ability to follow guidelines that ensure compliance to Health and Safety at Work, Data Protection and other statutory requirements.

- Health and Safety aspects/issues, first aid/manual handling etc in relation to working environment, i.e Hazardous materials and relevant processes/legislations etc
- Knowledge and experience of using IT/working knowledge adequate or sound knowledge required etc
- Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies
- To undertake any other temporary duties consistent with the basic duties and/or objectives of the post.
- This position requires the post holder to undergo a CRB (Criminal Records Bureau) check.

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Abilities/Experience

Experience of a similar role is desirable

Qualifications (only if applicable)

Full clean, driving licence

Knowledge/Skills

Physically able to carry out duties, able and willing to work outdoors in all weather conditions:

Ability to work as part of a team and take instruction from management;

Ability to follow good working practices and instructions;

Ability to plan and organise transport arrangements;

Excellent punctuality, attendance and self-motivation;

Ability to adhere to work within the framework of the Council's Equal Opportunities policies;

Ability to communicate effectively face to face with colleagues, councillors and members of the public;

Able to communicate in good English – both verbally and in writing;

Good interpersonal/communication skills, self-motivation and flexibility;

Ability to work on own initiative knowing when to escalate to management.

The employee's duties require the following activities:

	Yes		Yes
Office duties	Yes	Outdoor work / uneven surfaces	
Use of a computer	Yes	Working at heights / on ladders / roof work	
Audio typing		Confined spaces	
Potentially confrontational work		Outdoor work or extremes of temperature	
Crisis or conflict situations		Driving a Minibus as part of duties or as a volunteer	
Management responsibility		Driving car / van as part of duty	Yes
Tight deadlines		LGV / PSV driving	
Walking 1+ miles during working day		Operating left-truck, digger or crane	
Use of stairs		Work with significant electrical hazards	
Regular manual handling of objects / furniture / equipment (please indicate kilos involved)		Operating potentially hazardous machinery	
Regular and repetitive movements		Exposure to potentially hazardous substances	
Awkward positions e.g. stooping, bending, reaching up		Chemicals, e.g. solvents or metal working fluids	
Sitting / Standing for prolonged periods		Noisy environment (over 80dB(A))	
Working alone or in isolation	Yes	Radiation	
Working shifts / unsocial hours / other	Yes	Respiratory e.g. dust, fume, solder	
Risk of infection e.g. TB, Hep B / other		Vibrating machinery	
Teaching or responsibility for children		Preparing raw food / serving food	
Control and restraint		Other	