

ROLE PROFILE



Role Title:	LGV Driver 1
Reporting To:	Waste Services Supervisor
Role Purpose: <i>Why the role exists and its contribution</i>	To drive an LGV vehicle (i.e. gross Vehicle Weight over 7.5 tonnes) in support of manual operations and to be responsible for its activities and crew.

Role Specification

What the role holder needs to do to achieve the role purpose

Key Responsibilities	Key Elements	% of Time
1. Operational and Administration procedures.	<ul style="list-style-type: none"> To hold a current UK LGV 2 category C Driving Licence. To hold sufficient Driver CPC training in order to be able to use your Driving Licence vocationally. To be the primary driver of an LGV vehicle – up to 26 tonnes – within manual operations in a variety of traffic conditions and potentially including visits to waste transfer stations. To maintain safe standards of driving at all times. To undertake daily vehicle checks and comply with all procedures relating to the use of vehicles. To ensure safe disposal of vehicle contents to disposal sites ensuring all site instructions are adhered too. To be aware of all COSHH regulations and keep up to date with new legislation. To comply with all procedures relating to the wearing of issued uniform and Personal Protective Equipment. To work outside in all weather conditions. 	70
2. Team Working	<ul style="list-style-type: none"> To work effectively in a team. To control the vehicle crew's activities during duty in order that the required tasks for that vehicle are fully and properly completed. To be flexible in covering and assisting colleagues in times of unforeseen absences. To comply with Health and Safety at Work Act 1974 and other relevant legislation, and to ensure the compliance of all members of the vehicle crew. 	10
3. Customer Care	<ul style="list-style-type: none"> To deal with customers in a considerate and professional manner. Understand customer care issues, discuss and resolve problems with customers if possible or ensure complaints are passed to line manager. Act with tact, confidentiality and discretion at all times. 	10

4. Interpersonal Skills	<ul style="list-style-type: none"> To develop excellent working relationships with colleagues at all levels. To report all vehicle defects and accidents as directed by the Council's procedures. To report all accidents, injuries and near misses involving staff or other relevant people. To comply with all procedures relating to the use of communication equipment. To complete basic paperwork and have ability to carry out verbal and written instructions. 	10
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The key decision making areas in the role
<ul style="list-style-type: none"> Prioritise work schedules. Lead the vehicle crew. Primary responsibility for the safety, security and legality of the vehicle whilst in operation. Advise Supervisor of training needs.

The numerical measures in the role (if applicable)	
Financial	Non-financial
<ul style="list-style-type: none">None	<ul style="list-style-type: none">None

Competencies

The competency levels that need to be consistently displayed by the role holder to achieve the role responsibilities

Core Competencies	Level	Core Competencies	Level
<ul style="list-style-type: none"> Working with Others 	1	<ul style="list-style-type: none"> Internal & External Customer Focus 	1
<ul style="list-style-type: none"> Communicating Effectively 	1	<ul style="list-style-type: none"> Planning and Organising 	1
<ul style="list-style-type: none"> Continuous Improvement (Challenging to do better) 	1		

Progression in Role

How the role develops from Entry level to Advanced level

Starting - the required role related knowledge, skills, qualifications and experience at selection
<ul style="list-style-type: none"> Current, valid UK LGV class 2 category C driving licence. Sufficient Driver CPC training to be able to use Driving Licence vocationally.

What is the initial induction/training required to become Proficient in the role?
<ul style="list-style-type: none"> Minimum of one week on the job training with experienced driver on schedules and routes. Familiarisation of Vehicle and associated equipment. Understanding of procedures/processes and paperwork. Attending Epsom and Ewell induction training. Attending Epsom & Ewell Driver CPC training when scheduled.

Proficient - how would this be displayed in the role?
<ul style="list-style-type: none"> • Drives vehicle and use equipment safely, efficiently and effectively. • Working knowledge of schedules and routes without supervision. • Process paper work efficiently.

Advancing - what characteristics will the Advancing role holder display?			
<ul style="list-style-type: none">Continually deliver high level of performance in all aspects of the role.Work on own initiative.			
Where would you expect to see 'outstanding' regularly displayed at this level, or has a competency level increased or another competency been introduced?			
<ul style="list-style-type: none">Working with others	1 o/s	<ul style="list-style-type: none">Communicating effectively	1 o/s
<ul style="list-style-type: none">Internal and external Customer focus	1 o/s		

Advanced - what characteristics will the Advanced role holder display?			
<ul style="list-style-type: none">Finding way to exceed the organisation targetsFlexible and adaptable to deal with unexpected and demanding needs.			
<i>Where would you expect to see 'outstanding' regularly displayed at this level, or has a competency level increased or another competency been introduced?</i>			
<ul style="list-style-type: none">Continuous Improvement	1 o/s	<ul style="list-style-type: none">Planning and Organising	1 o/s

Person Specification for LGV 1 Driver

	Essential (E)			
<u>Qualifications and Training</u>		AP	AS	INT
General standard of education	E	X		X
LGV licence category C	E	X		X
Sufficient Driver CPC training to be able to use Driving Licence vocationally.	E	X		X
<u>Experience</u>				
Experience of lone working	E	X		X
Experience of working with the Public	E	X		X
Experience of working outdoors in all weathers	E	X		X
<u>Knowledge/ Skills / Attributes</u>				
Effective communication	E	X		X
Ability to work independently and to be a constructive team member	E	X		X
Awareness of good timekeeping and reliability	E	X		X
Customer Focus – excellent customer service awareness	E	X		X
Good knowledge and appreciation of health and safety	E	X		X
<u>Special Requirements</u>				
Must be legally entitled to work in the UK.	E	X		X

AP - Application	AS - Assessment	INT - Interview
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