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Come and join the team!

ADVERT

ROLE TITLE: **PTU DRIVER**

ADVERT TEXT: Providers of home to School Transport to Pupils of Monmouthshire

POST ID: ROTRPCV

LOCATION: Operational depots based in Raglan & Caldicot Depot which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

GRADE: BAND E

SCP 14 – 18 £15.82 - £16.89 (Per Anum **pro rata** £30.515 - 32,578)

HOURS: This post is offered on a casual basis with no guaranteed hours. You will be contacted to work as and when required to support service delivery

TEMPORARY: No

DBS CHECK: Yes full enhanced check will be required.

Closing date:

Additional Information
Please note that we are not able to accept CVs

To apply for this post please complete the online application form which can be found on the following page:
https://www.monmouthshire.gov.uk/jobs-employment/

Applications may be submitted in Welsh, and that an application submitted in Welsh will not be treated less favourably than an application submitted in English.

All posts are open to job-share unless stated otherwise.

Monmouthshire County Council is:-

- an equal opportunities employer and welcomes applications from all sections of the community.
- a disability confident committed employer.
- an Armed Forces friendly employer.
- Autism aware and committed to removing barriers to employment
- committed to supporting young people who leave our care to access new opportunities and gain experience.

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ROLE PROFILE

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HOURS: This post is offered on a casual basis with no guaranteed hours. You will be contacted to work as and when required to support service delivery

WORK PATTERN: **Monday to Friday (term time only) Start time varies depending on contract allocated**

LOCATION: Operational depots based in Raglan & Caldicot Depot which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

DISCLOSURE AND BARRING SERVICE (DBS) CHECK:
(a) **Enhanced with Both Children/Adults Barred List Checks**

RESPONSIBLE TO: Transport Manager/Fleet Manager

WELSH LANGUAGE ASSESSMENT: Welsh language skills are desirable;

Who are we? Passenger Transport Unit.

SAFEGUARDING:
Child and Adult Safeguarding are key priorities for the Council. We aim to support children and adults at risk to be as safe as they can and to fulfil their potential. All Council employees and volunteers are responsible for playing their part in the well-being, safety and protection of children and adults at risk. All employees and volunteers will be trained to the appropriate level of safeguarding and have a duty to fulfil their personal responsibilities for safeguarding.

Our Purpose:-
As well as our own Operations Team, the Passenger Transport Unit section manage all aspects of passenger transport services for the authority, including, schools, public & community transport with in house provision and external operators.

The Purpose of this Role:-
To safely transport passengers to and from designated pickup/drop-off points to the standards required by Monmouthshire County Council, Passenger Transport Unit.

To ensure that vehicles are kept clean and in a serviceable condition by carrying out daily checks in accordance with in house procedures.

Be willing to undergo continuous training and assessments in the operation of Passenger Transport Unit fleet vehicles and any relevant training necessary in carrying out your duties.

Flexibility will be required to cope with the workload of the passenger transport unit, in particular working hours to suit private hire commitments. **As such, this role may contractually involve weekend working in order to meet the needs of the Authority as such the relevant enhancement will be paid.**

Ensure that all passengers are carried comfortably, safely and securely. Special attention needed for any wheelchair anchorages, seatbelts that may be required.

To be willing to work as part of a team or on own initiative

To be able to communicate clearly with members of the general public.

To be Courteous, polite and helpful to all members of the general public.

To accurately record daily information such as which may be required in carrying out the service.

To abide by the Drivers hours and regulations and keep adequate records as required by VOSA/DVSA

To carry out any other duties which may be required by the management team, which may be assigned from time to time.

The willingness to work outside of Monmouthshire including overnight stays which meet the needs of the service

Must maintain full awareness of the Health and Safety requirements of the service and to be responsible for own safety and that of colleagues and others within the workplace or the public generally when undertaking official duties.

Must be willing to abide by the principles and practices of equality of opportunity, in accordance with the Authority's Council's Equal Opportunity Policy.

Expectation and Outcomes of this Role:-

- To ensure that MCC and the Passenger Transport Unit are represented and promoted at every opportunity when dealing with customers.

- To ensure that all services provided meet the standards expected by the Authority and its customers.

- To ensure that all aspects of the role are undertaken in accordance with Authority Policy and enforcement Authority's such as DVSA

- To ensure that both staff and vehicles are adequately prepared and presentable for service

- To provide when requested drivers licence, driver's qualification and digital tachograph card for inspection and analysis.

- To provide accurate, timely information regarding drivers hours and customer information which will be relevant to operations.

- To secure and transfer any money/payment to departmental staff in accordance with department policies.

- To make valued contributions to the section which promotes sustainability to the service

Your responsibilities are to:-
Delivering Results –

- Delivering a high quality service to customers in the Community within the context of terms and conditions of hire.

- Delivering a high quality service to schools in the Community within the context of Home to School Transport Services

- Monitor own output against performance agreement.

- To develop and deliver business goals, design strategies and coordinate business resources to advance those goals to meet targets and expectations.

Managing Relationships –

- Creating a culture that enables people to achieve their potential.

- Promote and market the role and its services so that it is perceived in a positive way.
- Manage relationships with colleagues/ staff to enable achievement of business requirements and liaise with them to improve their awareness and understanding of your role undertaken.

- To contribute to the development of the service and implement new ideas and initiatives to improve performance and viability of Passenger Transport services

- Develop and encourage & maintain mutually beneficial and effective working relationships both internal and external with partnerships such as local communities, contractors, volunteers. Including general communication / promotion, interpretation and awareness raising for the service.

- Assist the Operations Manager when necessary in the co-ordination and delivery of the service and provide information as requested.

Managing Resources
- Ensure the resources are utilised in the most effective and efficient manner.
- Ensure own professional / technical knowledge & qualifications are current and up-to-date.
- Use other sources of information knowledge as required to deliver objectives.
- Effectively manage your time and vehicle to support business objectives / service plans.

- Make best use of technology to meet the needs of the service.

Managing Processes

- Ensure within your responsibilities that all the processes, practices and systems are operated / implemented in accordance with Monmouthshire's requirements.
- Maintain effective systems for monitoring, reviewing and evaluating own performance, overtime and annual leave.

Future Focus

- To establish deliver and innovate any new proposals to enhance the service.
- To represent the service on internal and external working groups.
- To undertake any other duty as may be required by Monmouthshire that is compatible with the level and remit of this post.

Here's what we can provide you with:-

- A motivated and enthusiastic team driven to achieve the best results for the Council and its local communities.
- Support from the wider Monmouthshire Team.
- Flexible work environment & agile working (in line with service needs)

What else you need to know…..Our Values:

Our purpose is underpinned by a clear sense of who we are as an organisation. We expect people who work with us to share a strong value set and expect that these are evident in the ways in which we work and engage with our communities.

Teamwork: We will work with you and our partners to support and inspire everyone to get involved. We will make the best of the ideas, and resources available to make sure we do the things that most positively impact our people and places.

Openness: We are open and honest. People have the chance to be involved and tell us what matters.

Flexibility: We are flexible, enabling delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.

Fairness: We provide opportunities for people and communities to thrive. We will always try to treat everyone fairly and consistently.

Kindness: We will show kindness to all those we work with, putting the importance of relationships and the connections we have with one another at the heart of all interactions.

This role will work with Monmouthshire to achieve these.

In addition:

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

The authority operates a Smoke Free Workplace Policy which all employees are required to abide to.

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Person Specification

How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-

- Will have held for over two years a current category D1 or D (PCV licence)
- Must hold a valid Drivers Qualification Card (DQC)
- Effective and efficient communication skills both written and verbal.
- Practical experience in working with people from all sections of the community.
- Proven experience in the delivery of coach and tour services.
- Practical experience in the use of the road networks within Great Britain will be of benefit.
- Ability to work on own initiative but also be part of a team.
- Flexible approach to working hours and duties.
- Proven ability to produce and keep accurate records

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- Be willing to undertake relevant training courses and assessments.
- An understanding, agreement and commitment to the principle of equal opportunities
- Full awareness of the Health & Safety requirements of the service and a responsibility for own safety and that of colleagues and others within the workplace or the public generally when undertaking office duties.
- Willingness to abide by the Council's Equal Opportunities Policy, including Undertaking appropriate equality awareness training, and a commitment to their effective implementation in a countryside context.

  Welsh Desirable.
  You may be required to learn or improve your existing skills through attending staff Welsh language training funded by the council.

Should you require any further information regarding this post, please contact: Stephanie Haseley (Passenger Transport Deputy Manager) Tel: 07825385121

Closing date:

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WELSH LANGUAGE SKILLS FRAMEWORK

LEVEL 1

Can understand basic everyday phrases if the speaker talks slowly and clearly and is willing to help. Can introduce yourself and others and can ask and answer questions regarding basic information, e.g. individual asking to see someone, where is the xxx meeting, toilet etc. Can transfer phone calls pass on a simple message or make a straightforward request, e.g. via e-mail.

UNDERSTANDING	SPEAKING	READING	WRITING
➢ Can understand simple questions: where is the xxx meeting, where is the toilet, who is the person they wish to see. Can understand who to transfer a phone call to etc,	➢ Can pronounce place names and personal names correctly. ➢ Can greet individuals face to face or over the phone ➢ Can open and close a conversation or open and close a meeting.	➢ Can read short sentence, e.g. basic signs, simple instructions, agenda items, simple information on forms	➢ Can open and close an e-mail or letter ➢ Can write personal names, place names, job titles ➢ Can write a simple message to a colleague on paper or e-email, e.g. such and such has called.

LEVEL 2

Can understand sentences when people talk about everyday situations, e.g. simple personal and family information. Can hold a basic conversation with someone to obtain or exchange straightforward information, e.g. discuss how a person is feeling; something which has happened; simple plan for the future. Can write and read messages in letters or e-mails describing familiar issues and written in short sentences.

UNDERSTANDING	SPEAKING	READING	WRITING
➢ Can understand when people speak slowly about everyday situations, e.g. providing personal information, talking about what they have been doing, what they would like to do, how they feel general ➢ Can understand when people ask you do something	➢ Can communicate simple information or ask common questions, e.g. to acquire information from an individual ➢ Can use Welsh to get to and emphasise with the individual but not able to conduct the entire conversation or session in Welsh ➢ Can hold a short conversation with an individual or exchange relatively straightforward information ➢ Can contribute to a meeting, but need to revert to English for specialist terms.	➢ Can read short message and certain letters or e-mails, e.g. those which make a request or ask you to pass on a message	➢ Can write a short message to a colleague asking a question, thanking her/him, explaining something, e.g. time and place of a meeting ➢ Can write a short letter or e-mail to arrange an appointment

LEVEL 3

Can understand the main points when an individual or colleague is talking about familiar subjects, e.g. during a conversation or small group meeting. Can hold extended conversations with fluent speakers about familiar subjects involving everyday work. Can describe experiences and events and provide concise explanations and reasons for opinions and plans. Can read articles, letters or e-mails about general subjects. Can write letters or e-mails about most subjects, e.g. requesting something; providing information; inviting somebody or organising an even

UNDERSTANDING	SPEAKING	READING	WRITING
➢ Can understand individuals and colleagues when exchanging information or discussing plans, if the subject is familiar. ➢ Can understand a discussion at a meeting if the subject is familiar. ➢ Can understand individuals and colleagues in a familiar situation or in everyday conversation.	➢ Can take part in most conversations with colleagues about work and plans if the vocabulary is not too technical. ➢ Can hold a conversation with an individual or exchanging relatively straightforward information. ➢ Can contribute to a meeting but need to revert to English for specialist terms. ➢ Can adapt the style of language to suit the audience.	➢ Can understand most e-mail messages or letters concerning day to day work. ➢ Can guess the meaning of a word based on context if the subject is familiar. ➢ Can read a simple, straightforward article in a newspaper or magazine types of written material.	➢ Can write a letter or e-mail to an individual, or colleague about most topics in order to request something; provide an explanation; describe an experience or situation; invite people or organise an event. ➢ Can write relatively accurately when drafting a short information leaflet or poster in Welsh as required.
LEVEL 4			
Can usually follow most conversations or discussions, even on unfamiliar topics, Can talk confidently with fluent speakers about familiar subjects relating to work, and an express an opinion, take part in discussion, and talk extensively about general topics, e.g. in meetings or one-to-one situations with individuals. Can understand most correspondence, newspaper articles and reports intended for fluent speakers with the aid of Welsh language resources and can scan long texts to find details. Can complete forms and write reports relating to work and respond accurately.			
UNDERSTANDING	**SPEAKING**	**READING**	**WRITING**
➢ Can follow most conversations and discussions with individuals or colleagues even if the subject matter is unfamiliar.	➢ Can contribute effectively to internal and external meetings in a work context. ➢ Can converse comfortably with individuals and exchange information as required. ➢ Can argue for and against a specific case. ➢ Can chair meetings and answer questions from the chair confidently.	➢ Can read most correspondence and scan long texts to find details. ➢ Can understand most newspaper articles and reports with the aid of a dictionary. ➢ Can understand texts, unless written in a very formal or colloquial form.	➢ Can produce correspondence of all types, short reports, documents and literature with support of Welsh language translation aids eg. Cysgeir, cysill.
LEVEL 5			
Can understand everything that is being said. Can talk extensively about complex issues, presenting difficult information and can facilitate and summarise extended or complex discussions. Can summarise information from different sources (orally and in writing) and present it in a coherent way. Can express themselves spontaneously, fluently and in detail, adapting the language to suit the audience.			
UNDERSTANDING	**SPEAKING**	**READING**	**WRITING**
➢ Can follow all conversations and discussions with individuals or colleagues. ➢ Can understand the ambiguity and nuance of language.	➢ Can express yourself fully in detail, even when discussing complex issues. ➢ Can adapt the style and register of your language to suit the audience.	➢ Can read and understand almost all written texts without difficulty, referring to a dictionary occasionally. ➢ Can read long texts to find relevant details and can understand most types of written material.	➢ Can write reports in a clear style appropriate to the reader with the support of electronic language aids. ➢ Can write formal or informal Welsh as required. ➢ Can write a range of documents accurately and with confidence.