

Person Specification

Post Title: LWC Transport Driver		Grade: 2	Department: LWC	
Criteria relevant to the job	Essential Requirements necessary for safe and effective performance in the job	Method of Assessment	Desirable Where available, elements that contribute to improved/immediate performance in the job	Method of Assessment
Qualifications and Training	<ul style="list-style-type: none"> • Full, clean current Driving Licence (valid and no endorsements) • Driving licence – B and D1 categories without 101 restrictions. • Be able to drive a vehicle up to 3.5 tonnes in weight. • Driver CPC or willingness to complete immediately once in post. 	Application form and interview	<ul style="list-style-type: none"> • Experience of email and Microsoft packages. • Good knowledge of the County Durham area or willingness to develop this quickly once in post. 	Application form and interview
Experience	<ul style="list-style-type: none"> • Experience of driving vehicles. • Experience of manoeuvring wheelchair users or willingness to complete training once in post. • Experience of clamping wheelchairs safely into vehicles or willingness to complete training once in post. • Experience of dealing with garages, vehicle repairers, etc. • Experience of moving and handling people. 	Application form and interview	<ul style="list-style-type: none"> • Experience of driving passenger transport vehicles. • Experience of working alongside people with disabilities or severe health conditions • Experience of working with or supervising volunteers 	Application form and interview
Skills and Knowledge	<ul style="list-style-type: none"> • Ability to work calmly under pressure and maintain good humour. • Hard working and highly motivated • Ability to work without direct supervision. • Good organisational skills • Flexible and adaptable approach to work • Awareness of safe moving and handling procedures 	Application form and interview	<ul style="list-style-type: none"> • Moving and handling training <ul style="list-style-type: none"> • Able to demonstrate resilience to working within palliative services 	Application form and interview

Personal Attributes	<ul style="list-style-type: none"> • Good eyesight (contact lenses or glasses should be worn if prescribed) • Ability to act on own initiative as well as a team member. • Positive and friendly approach to staff, volunteers, patients, and their families • Ability to keep information confidential, including patient details. • Excellent communication skills with the ability to put people at their ease. • Ability not to react obviously to what you hear or see. • To be approachable 	Interview	<ul style="list-style-type: none"> • Evidence behaviour consistent with the Hospice philosophy of care and values of professionalism, choice, integrity, and reputation. 	interview
Special Requirements	<ul style="list-style-type: none"> • Flexibility and understanding that some transport appointments may over run the end of shift. 	Interview		interview

Signature of Post holder: **Date:**

Signature of Manager: **Date:**