

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

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

**Signature of Post holder:** .....

**Date:** .....

**Signature of Manager:** .....

**Date:** .....