

AVON AND WILTSHIRE MENTAL HEALTH PARTNERSHIP (NHS) TRUST

JOB DESCRIPTION

Job Title:	Lead Porter / Driver – West Region Transport
Pay Band:	Band 3
Responsible to:	Service Manager
Base:	Blackberry Hill
Hours:	37.5 per week (5 days out of 7 on a rota basis)

Job Summary

To provide an efficient portering and messenger service to wards and departments of the Bristol area for corporate services by adopting a flexible approach to all aspects of the job demonstrating an ability to work as part of a team or alone without supervision. You will hold a current driving license and be able to drive vehicles. An orderly approach to ordering/stocktaking of supplies in the Porter's store and a general ability to organize and prioritise work is essential. You will, in the course of your duties meet, and have to deal with, a large cross section of people so good appearance and good communication skills are very important. You will need to be able to work as part of the team but also motivate team members.

Main Duties

1. Ensure adequate supervision of performance and conduct of staff under his/her lead.
2. Help co-ordinate duties to Portering / Transport Staff.
3. Arrange for collection and distribution of mail, stores, drug boxes, cook-freeze food, dry goods etc. between buildings and assisting in other related tasks as required.
4. Ensure adequate attention is given by Portering / Transport Staff to daily maintenance of equipment and vehicles used by portering / transport staff.
5. Organise and provide a general messenger service.
6. Organise/provide assistance in cleaning tasks as required.

7. Organise/provide catering assistance as required.
 8. Organise/take on driving responsibilities as required.
 9. Organise/provide cleaning of transport as required.
 10. Help to ensure all staff are correctly trained and properly presented.
 11. Maintain staff records including sickness, overtime worked and completion of weekly time sheet and liaise with Service Lead.
 12. Maintain general portering department administration as required and liaise with the Service Manager.
 13. Report all sightings of pests in accordance with local protocol.
 14. Maintain appropriate stocks of medical gases, receiving deliveries, transporting cylinders to wards/departments etc. Return cylinders to storage area and carry out cleaning duties and the completion of medical gas records, ensuring medical gas procedures are followed at all times.
 15. Reporting maintenance faults to the Hotel Services Office/in accordance with local procedure.
 16. To be smart in appearance being polite to all customers internal or external.
 17. Ensure all information relating to Patients and staff is kept confidential.
- Any other duties as may reasonably be requested by the Service Manager relating to band.

Policies and Procedures

Trust employees are expected to follow Trust policies, procedures and guidance as well as professional standards and guidelines. Copies of Trust policies can be accessed via the staff intranet or from your manager.

In particular, attention is drawn to the Trust's arrangements in relation to safeguarding children and vulnerable adults as well as infection prevention and control.

All employees are expected to be familiar with the Trust's approach to risk management, take a risk management approach to their own work and take responsibility for the management of the risks they own.

Confidentiality

Much of the work is of a confidential nature. This means that no discussion should take place about the care, needs, or activities of any service user, except in the clear interest of that service user or other members of staff. Staff are reminded that personal information concerning colleagues is also confidential

Equality and Diversity

Avon and Wiltshire Mental Health Partnership NHS Trust is committed to the fair treatment of all people, regardless of their gender, gender re-assignment, race, colour, ethnicity, ethnic or national origin, citizenship, religion, beliefs, disability, mental health needs, age, domestic circumstances, social class, sexual orientation, ex-offender status, political allegiance or trades union membership.

The Trust requires all of its employees to treat all of its stakeholders including colleagues, service users, carers and their visitors with dignity and respect.

Smoking

Smoking by Trust Staff is not permitted whilst on duty whether that be on Trust premises or grounds or out in the community. Staff must also be mindful of public perception and must therefore not smoke whilst travelling in Trust identified vehicles or when in uniform or can otherwise be identified as Avon and Wiltshire Mental Health Partnership NHS Trust staff.

Review

These duties are intended to be a guide to the post and should not be considered exhaustive. It is subject to review, depending on the needs of the department. The post holder will be encouraged to participate in any such review. The Trust is committed to regular performance appraisal (including setting objectives for review annually) and agreement of personal development plans for all staff to enhance their ability to fulfil the requirements of their post.

PERSON SPECIFICATION
Lead Porter / Driver – West Region Transport
Band 3

Assessment Criteria	Essential	Desirable
Qualifications / Training	<ul style="list-style-type: none"> ▪ Full clean driving licence ▪ 3 years driving experience 	<ul style="list-style-type: none"> ▪ No more than 6 points on driving licence ▪ Transport related training courses ▪ Maintenance qualification ▪ Experience of providing customer service
Experience	<ul style="list-style-type: none"> ▪ Road traffic legislation ▪ Schedule of work ▪ Ability to communicate at all levels and work with colleagues on operational issues which may hinder team cohesiveness. 	<ul style="list-style-type: none"> ▪ NHS experience
Knowledge	<ul style="list-style-type: none"> ▪ Transport services ▪ Highway Code ▪ Knowledge of scheduled driving area. 	<ul style="list-style-type: none"> ▪ Medical terminology ▪ Knowledge of Sites
Skills	<ul style="list-style-type: none"> ▪ Telephone skills ▪ Able to drive vehicles. ▪ Ability to manage own time and use initiative ▪ Able to do simple arithmetic ▪ Able to follow simple instructions. ▪ Ability to maintain confidentiality 	<ul style="list-style-type: none"> ▪ Map reading skills ▪ Basic IT Skills incorporating Excel / Email & Internet ▪ Ability to use GPS systems.
Other Job Related Requirements	<ul style="list-style-type: none"> ▪ Professional manner ▪ Smart appearance ▪ Enjoy working as part of a team. ▪ Flexible attitude to working hours. ▪ Commitment to job and enjoy meeting people. 	

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