

**CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL  
JOB PROFILE**

<b>DEPARTMENT: Place</b>	<b>SERVICE GROUP: Waste, Fleet, Environmental Health &amp; Licensing Services</b>
<b>POST TITLE: Driver Co-ordinator</b>	<b>REPORTS TO: Ancillary Services Manager</b>
<b>GRADE: Band 6</b>	<b>SAP POSITION NUMBERS : 50195220 (City Centre)</b>

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

<b>Key Purpose of Post:</b>
<p>Post holder will be able work either as a member of a team or on their own. The driver coordinator will be required to supervise a small team and undertake environmental activities such as the sweeping, clearance and removal of litter, central reservations and traffic islands, silt, leaves, weeds, and any other foreign materials from pavements, precincts, roads surfaces, grass verges, flower beds and land.</p> <p>To assist in provision of remedial grounds maintenance work such as hedge cutting, use of strimmers, blowers and weed-spraying as well as graffiti removal as and when required.</p> <p>To be responsible for the appearance of the area they are working in and provide a rapid response to such requests; with particular regard to attention to detail.</p>
<b>Main Responsibilities of Post:</b>
<ul style="list-style-type: none"> <li>To undertake environmental work such as removal of fly tipping, graffiti, litter, chewing gum and other waste. To clear litter hot-spots, namely fast-food outlets</li> </ul>

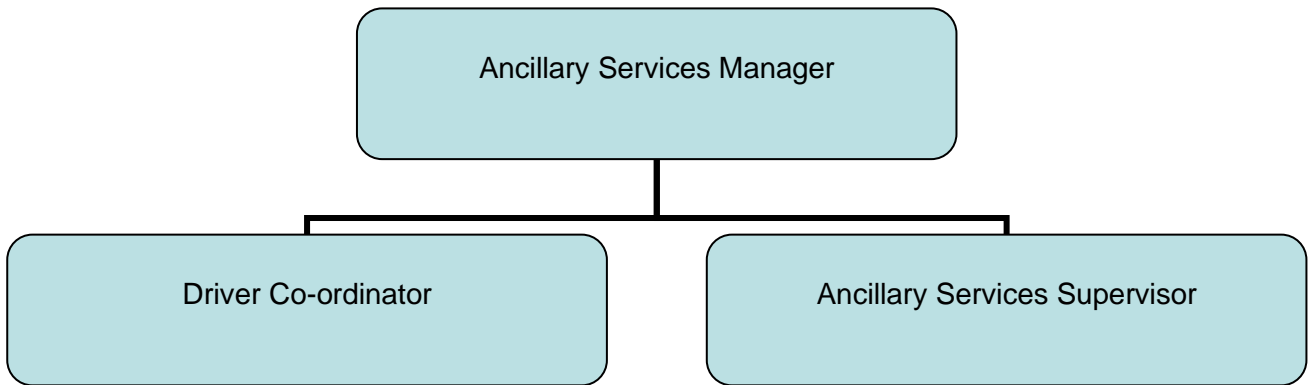
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and areas of high pedestrian activity. To undertake remedial grounds maintenance work (including the spraying of weeds). To be responsible for the appearance of the area they are working in and provide a rapid response to such requests; with particular regard to attention to detail.

- To supervise the disposal of waste at designated household waste sites, adhering to appropriate waste and recycling policies.
- To supervise and organise staff and resources, whilst working alongside the operatives. Will be required to understand and apply written and verbal instructions and to complete daily work sheets and documentation and ensure operatives are fully conversant with the role they undertake and working practices and procedures.
- To report areas where additional litter-bins could be best placed or replaced if damaged, identify areas where basic horticultural work can improve the visible environment, report incidences of abandoned vehicles to the Ancillary Services Supervisor, report problems of waste and litter to the Ancillary Services Manager. And report other concerns identified to relevant functions in Street Cleansing Service areas.
- To liaise with community groups, City Centre Enforcement Officer and the general public on environmental issues in designated area, where required.
- To deal with the general public and businesses and handle and pass on completed requests/complaints to admin teams.
- To communicate with other sections in the Council to ensure co-ordinated working.
- To cover alternative duties as directed by the Ancillary Services Manager.

**Structure:**



**Special Knowledge Requirement. Will be used for shortlisting.**

	<b>Essential</b>
<b>Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.</b>	
Due to the Government's 'Fluency in English Duty' for posts where employees speak directly to members of the public, the post holder is required to meet the 'Advanced' threshold level as the post requires a greater level of sensitive interaction with the public. The person will need to demonstrate during the interview that: <ul style="list-style-type: none"> <li>a) they can express themselves fluently and spontaneously, almost effortlessly and only the requirement to explain difficult concepts hinders a natural, smooth flow of language.</li> <li>b) only the requirement to explain difficult concepts hinders a natural, smooth flow of language.</li> </ul>	X
Able to demonstrate an awareness of environmental problems that need dealing with.	X
Able to adopt a process of continual improvement and suggest ways of working more efficiently and effectively to improve service delivery.	X
To be responsible for applying all relevant Health & Safety legislation including COSHH, appropriate use of Personal Protection Equipment and Risk Assessments as relates to the environmental work to be carried out i.e. clearing dirt, dog fouling, needles, chemicals.	X
Knows and understands how to use, interpret, handle and communicate information	X
Able to understand and apply relevant specialist knowledge and skills relevant to carrying out environmental improvements eg use of manual and power tools, smart phone etc.	X
Able to demonstrate an understanding of and apply knowledge of the diverse needs of our communities.	X
Able to demonstrate a good knowledge of customer service and to be able to lead, supervise and motivate a small team to provide a cleaner environment.	X
Able to manage own time and work schedule within clear/tight deadlines, leading by example and having a "can do" attitude.	X
Able to defuse conflict and deal with complaints effectively.	X

<b>Relevant experience requirement: Will be used for shortlisting</b>
Previous experience of supervising and motivating staff
Working as part of a team
Dealing with complaints effectively
Working effectively with the public/community
Safe use of power tools
Working in a multicultural environment
Organising workloads and prioritising resources
Working on own initiative and self-supervising.
<b>Experience of successfully applying health and safety procedures and processes and those relating to the use of Personal Protection Equipment</b>
<b>Relevant professional qualifications requirement: Will be used for shortlisting</b>
Holds a Class C1 driving licence
A CPC card would be desirable
<b>Core Employee competencies to be used at the interview stage.</b>
<b>Carries Out Performance Management</b>
Covers the employee's capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.
<b>Communicates Effectively</b>
Covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships; giving advice and guidance; counselling, negotiating and persuading and handling private, confidential and sensitive information.
<b>Carries Out Effective Decision Making</b>
Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.
<b>Undertakes Structured Problem Solving Activity</b>
Covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking; developing practical solutions; applying problem solving strategies and managing interpersonal relationships.
<b>Operates with Dignity and Respect</b>
Covers promoting equality, treating all people fairly and with dignity and respect, maintains impartiality/fairness with all people, is aware of the barriers people face.
<b>Working Conditions:</b>
On occasion may be asked to work evenings, weekends and bank holidays as required by the needs of the service, although core hours are Monday to Friday.
Must be able to perform all duties and tasks in accordance with the Equality Act 2010 particularly in relation to Disability Provisions.
Will require good mobility e.g. walk long distances, lift and carry. Able to use hand held tools and vibratory equipment.
Able to undertake heavy lifting with physical effort whilst standing, walking, bending, lifting, carrying, pushing and pulling. Able to grip with both hands.
Although the role will be based in Bradford City Centre, the post holder may be required to work anywhere within the Bradford Metropolitan District Council area.

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Is required to work in all weather conditions in an open environment. The post holder will be provided with protective and safety clothing. Will be required to deal appropriately with dirt, dog fouling, needles, chemicals, asbestos and other dangerous substances whilst undertaking cleansing duties within safe working guidelines. Must be prepared to and able to wear protective clothing/Council uniform including steel toe capped boots.

**Special Conditions:**

You will be informed if there is a requirement for the post to have recruitment checks  
Such as DBS, Warner Process.

<b>Compiled by:</b>	<b>Grade Assessment</b>	<b>Post Grade:</b>
<b>Date:</b>	<b>Date: Reformatted May 2019</b>	<b>Band 6</b>