

Job Description and Person Specification

Store Driver Technician

Job Details	
Grade	GRD3
Service	Partners Localities & Social Care
Location	City Wide
Job Evaluation Code	Y5213D

About Coventry City Council
We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation: Open and fair: We are open, fair and transparent. Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be. Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing. Create and innovate: We embrace new ways of working to continuously improve the services we offer. Own and be accountable: We work together to make the right decisions and deliver the best services for our residents. Value and respect: We put diversity and inclusion at the heart of all we do.

Job Purpose
To be responsible to the ICES Manager. To undertake duties to ensure that disability equipment is available for delivery to customers. This will involve tasks which are store based and delivery/collection duties. All aspects of equipment storage, decontamination, recycling, maintenance, stock movement, delivering and fitting will be involved in this role. As well as this excellent customer services are paramount.

Main Duties & Key Accountabilities

Supporting, on site, with all aspects of stock movement and storage. This will include taking receipt of goods, barcoding, storing items, updating the stock control system, picking stock and loading vehicles.
Completing deliveries and installations of equipment in customer's homes. Providing clear verbal instructions along with the manufacturer's written instructions.
Participating in the recycling of used equipment in line with infection control processes. This will include collection, decontamination, inspection, packaging and storage of equipment.
Completing maintenance and testing of equipment including a preventative maintenance programme.
Using Coventry City Council vehicles to complete driving duties in accordance with the driving policy. This includes carrying out regular vehicle checks and necessary documentation.
Using mechanical aids to support the safe movement of equipment.
Working within a team and with partner agencies, sharing knowledge and providing advice with others.
Working flexibly to meet the needs of the service, including 7 day working on a rota basis. This includes bank holidays.

Key Relationships

External:	Service Users NHS Staff
Internal:	Adult Social Care Teams

Standard Information

- Post holders will be accountable for
- carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
 - attending any training and undertaking any development activities that are identified as mandatory/beneficial to their role.
 - any other duties and responsibilities within the range of the salary grade.

Responsible for

N/A

Person Specification

Requirements	
Knowledge	An understanding of the nature of the work undertaken by this service.
	Understanding of the importance of infection control, health and safety and following the processes in place.
Skills And Ability	Flexible and adaptable in approach to work.
	Application of practical skills require and the ability to move equipment around the store, using assistive equipment as required.
	Able to follow manufacturer's instructions to ensure the safe installation of equipment and to be able to demonstrate the process to service users.
	Communicating and working as part of a team and with colleagues from other disciplines. Using good communication skills when working in a diverse community.
	Able to identify any risks that may have been created by your work and ability take appropriate remedial action.
	Able to carry out your duties independently in the community with an awareness of when you may require support from your supervisor.
	Able to undertake 'multi drop' driving duties and delivery/installations of equipment in and around the City of Coventry.
	Basic IT skills.
Special Requirements	Valid full driving licence.
	This position is exempt under the Rehabilitation of

	Offenders Act 1974 and is conditional upon receiving satisfactory police record checks through the DBS.
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