

Job Description and Person Specification



Job Description

Job Title	Store/Driver Technician
Grade	3
Service	Integrated Equipment Service
Reports to	Ices Clinical Team Lead
Location	Widdrington Road
Job Evaluation Code	



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: 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:



About the Service your team will provide

Purpose of the role / Output

. To be responsible to the ICES Manager for undertaking the effective operation of the stores facility by:

To undertake duties to ensure that disability equipment provided by the Integrated Community Equipment Service 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

Core Knowledge

- To support, on site, with all aspects of stock movement and storage. This will include taking receipt of goods, barcoding, storing items, updates on the computerised stock control system, picking stock and loading vehicles.
- To undertake deliveries and installations of equipment in customer's places of residence, ensuring clear verbal instructions are given along with the manufactures written instructions.
- To participate in the recycling of used equipment in line with Infection Control protocols. This will include collection, decontamination, inspection, packaging and storage of equipment.
- To participate in the general maintenance, undertake regular routine maintenance and testing of equipment and also work to a planned preventative maintenance programme.
- To utilize mechanical lifting aids to support the safe movement of equipment.
- To use the City Councils vehicles to undertake driving duties in accordance with the City Council's driving policy. You will also be responsible for planning your route, carrying out regular vehicle checks and completing audit documentation.
- To work effectively within the team and other stakeholders, share knowledge with colleagues and working flexibly.
- Work flexibly to meet the needs of the service. This will include working across seven days on a rota basis, including Bank Holidays as applicable.
- To comply with Departmental Policies and Procedures, e.g. Health and Safety, and Infection Control.
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External Service Users NHS Staff	Internal Adult Social Care Teams
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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.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

N/A

Person specification

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Knowledge	
An understanding of the nature of the work undertaken by this service.	
Awareness & understanding of the City Council's Equal Opportunities Policy.	
Understanding of Health and Safety policy and how it impacts on both the employer and employee.	
Understanding of the importance of infection control.	
Skills and Abilities	
Flexible and adaptable in approach to work.	
Able to lift/carry items of equipment around the store and to use assistive equipment to carry out tasks as appropriate.	
Able to follow manufacturer's instructions to ensure the safe installation of equipment and to be able to demonstrate the process to service users.	
Able to work as part of a team and constructively with colleagues from other disciplines.	
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 work in an environment that requires the application of practical skills.	
Able to follow relevant protocols and procedures when undertaking tasks in the warehouse, decontamination unit and in the community.	
Able to undertake "multi drop" driving duties and delivery/installations of equipment in and around the City of Coventry.	
Able to communicate effectively with a wide range of people and in different situations.	
To be able to retrieve equipment from stock (shelf and floor storage) and load vehicles in a manner to support the delivery route.	
Basic IT skills	
Willing to participate in regular supervision and attend relevant training.	

Experience
Experience of working within a store's environment or driver/delivery service (this is desirable but not essential)
Qualifications
To be able to undertake and pass training courses relevant to the job role i.e. Portable Appliance Testing training
Special Requirements
Valid full driving licence This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Date Created	July 2021	Date Reviewed	July 2021
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