



## HERTFORDSHIRE PARTNERSHIP NHS FOUNDATION TRUST

### JOB DESCRIPTION FORMAT

**Post:** Courier Driver

**Grade:** Band 2

**Hours:** Full Time 37.5 hours per week  
Part time – Pro rata

**Base:** Martinlea, Ashley Close, Bennetts End, Hemel Hempstead, Herts. HP3 8BL

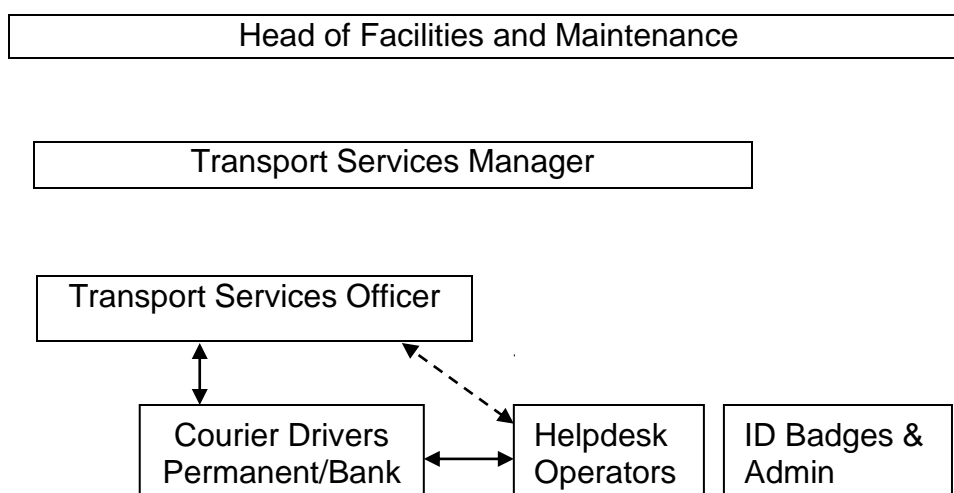
**Responsible to:** Transport Services Officer

**Accountable to** Transport Services Manager

### Job Summary:

To assist in the provision of a Trust wide quality Transport & Associated Services. Full clean driving licence is essential.

### Organisational Chart:



## **Main duties**

1. To deliver a fully scheduled comprehensive Courier Service to the Trusts. This will include carriage of mail, packages, pharmacy, pathology requirements, medical records and confidential mail of all descriptions and will also include the collection and delivery of timesheets, pay slips and petty cash (cheques only) as required.
2. To transport Trust's clients, Staff Contractors' Staff and the General Public as may be required and may include wheelchair bound users.
3. To deliver catering requirements to areas within the Trusts via the catering providers, as required.
4. To collect and deliver general and medical supplies throughout the Trusts and other designated sites. (Items to be included are Medical Loans, Entral and Continence Products, TSSU etc.)
5. To collect dirty and deliver clean linen as required by the Trusts and to collect and dispose of 'ad hoc' refuse from all Trusts' sites as required.
6. To collect and deliver Medical Gases and Liquid Nitrogen as may be required.
7. To carry out 'ad hoc' portering duties associated with the provision of Transport Services, and to undertake any other transport duties as may be scheduled or as directed by the Transport Service supervisory and managerial staff.
8. The post holder will be required to become a named driver and therefore, must hold a full, clean driving licence.
9. To load and unload vehicles as required, to carry out daily maintenance checks of vehicle(s), to complete vehicle log sheets and to maintain and keep vehicles clean and tidy, inside and out, and to ensure that at all times the vehicle(s) are being driven within the requirements of the Road Traffic Act.
  - a. speed limits
  - b. roadworthy
  - c. weight/passengers carried
  - d. tax and insurance and permits
  - e. appropriate driving licence
  - f. MOT/plating
  - g. rest periods and driving hours maximum as applicable

10. To rotate duties and rotas with other inter Trust Courier staff as required by the Transport Officer.
11. To carry and operate all appropriate communication devices as may be required and to wear the uniform and identity badges provided along with Personal Protective Equipment which will be issued by your Line Manager.
12. At all times drivers will carry out their duties in a helpful and courteous manner and will comply with all appropriate Trust policies and procedures pursuant to the Transport Service Provision and to comply with all Health & Safety at Work Regulations.
13. To participate in any relevant training as may be required, this includes training in the use and securing of wheelchairs into vehicles, as directed by your Line Manager.
14. To undertake any other duties within the framework of the post delegated by the Line Manager

## **VARIATION**

*This section should contain the main responsibilities and outputs of the post. Each of these should be clearly and concisely defined in bullet pointed paragraphs.*

### **Working Relationships and Communication Requirements of the Job**

#### ***Working relationships***

*Good working relationship with other courier drivers, Helpdesk Operators, Service users, Members of staff from our external customers & Members of the general public.*

#### ***Communication requirements***

*Good verbal informal communication with service users, members of staff from our external customers & Members of the general public.*

#### **Clinical Responsibility**

N/A

#### **Leadership and Staff Management Responsibility**

N/A

#### **Financial responsibility**

N/A

#### **Service Development and Improvement**

N/A

#### **Analytical and Judgemental Skills**

N/A

#### **Planning and Organisational Skills**

N/A

#### **Physical Working Conditions and Environment**

*Post holder will be exposed to the variable weather conditions.*

#### **Information Resources**

N/A

**Additional Information:**

**Knowledge and Skills Framework:**

The post holder will be expected to meet the requirements of the NHS Knowledge and Skills Framework (KSF) appropriate outline for the post.

*Approved outlines are available on the HPT e-ksf local library*

**Health and Safety**

The post holder has a duty of care to themselves and to others with whom they come into contact in the course of their work as laid down in the Health and Safety at Work Act 1974 and any subsequent amendment or legislation.

**Infection Control**

All Trust staff will:

Act as a role model and champion for the highest standard of all aspects of infection prevention and control and implementation of all Infection Prevention and Control Trust policies and guidelines.

Demonstrate respect for the roles and endeavours of others, in implementing good standards of hand hygiene.

Value and recognise the ideas and contributions of colleagues in their endeavours to reduce the incidence of healthcare associated infection.

**Equality and Diversity**

Hertfordshire Partnership Trust is committed to providing an environment where all staff, service users and carers enjoy equality of opportunity.

The Trust works to eliminate all forms of discrimination and recognise that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

Providing equality of opportunity means understanding and appreciating the diversity of our staff, service users & carers and ensuring a supportive environment free from harassment. Because of this Hertfordshire Partnership Trust actively encourages its staff to challenge discrimination and promote equality of opportunity for all.

**Confidentiality**

All staff must be aware of the Data Protection Act 1984, and its subsequent amendments, which is now in force. This means that protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, the Trust and the individual may be prosecuted.

## **Standards of Business Conduct and Conflicts of Interest**

The Trust has adopted a Standards of Conduct Policy, which reflects NHS Management Executive Guidelines. It is the responsibility of staff to ensure that they do not abuse their official position for personal gain or seek to advantage or further private business or other interests in the course of their official duties. Staff should be informing their line manager if they are working for any other organisation to ensure that this Trust complies with the Working Time Regulations.

## **Information and Records Management**

The postholder must be competent in using IT and have the relevant skills to carry out the activities required for the post.

To comply with the Data Protection Act 1998, Freedom of Information Act 2000 and Department of Health Code of Confidentiality in line with Trust procedures.

To adhere to the Trust's policies on records management including creation, use, storing and retention and disposal of records.

Adhere to the Trust's Corporate Identity (using the standard templates – available on [www.hertspartsft.nhs.uk](http://www.hertspartsft.nhs.uk)).

## **Safeguarding Adults and Children**

The Trust is committed to ensuring adults and children are protected and come to no harm from abuse. All employees have a responsibility to be aware of national and local policies, their individual responsibilities with regards to the protection and safeguarding of both adults and children and must adhere to them at all times.

## **Organisational Change**

As services develop and change, the post holder may be required to undertake other responsibilities within the Trust.

## **Review:**

This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties and responsibilities change and develop the job description will be amended from time to time in consultation with the post holder.



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### PERSON SPECIFICATION FORMAT

***The person specification must detail the level at which a person should have reached before you recruit them. You should use the dimensions and levels for the second gateway subset of the relevant KSF outline to assist with developing the person specification.***

***Successful candidates MUST have the potential to achieve the knowledge and skills requirements of their second gateway.***

Job Title: Courier Driver

Department: Transport Services

Date last reviewed: 10/01/2017

CRITERIA	ESSENTIAL	DESIRABLE
<b>1. Education/Training</b> <ul style="list-style-type: none"> <li>Good general Education</li> <li>Current clean Driving License</li> </ul>	√	√
<b>2. Skills/Abilities</b> <ul style="list-style-type: none"> <li>Good communication and organisational skills</li> <li>Time management</li> <li>Computer Literate</li> <li>Ability to prioritise workload</li> <li>Team Working</li> <li>Professional Approach in Service Delivery</li> </ul>	√ √ √ √ √	√
<b>3. Experience</b> <ul style="list-style-type: none"> <li>Working with Senior Management</li> <li>Working in the NHS</li> <li>Working in a Transport Environment</li> <li>Understanding user Requirements</li> </ul>	√	√ √ √
<b>4. Knowledge</b> <ul style="list-style-type: none"> <li>Word, Excel &amp; Access</li> <li>Other databases</li> <li>Aware of the need for confidentiality</li> </ul>	√	√ √

<ul style="list-style-type: none"> <li>• Driving Range of Vehicles</li> </ul>	√	
<b>5. Personal Qualities</b> <ul style="list-style-type: none"> <li>• Team working</li> <li>• Ability to self motivate and develop</li> <li>• Flexible approach</li> <li>• Professional Outlook</li> </ul>	√ √ √ √	
<b>6. Other</b> <ul style="list-style-type: none"> <li>• Car Driver (unless you have a disability as defined by the Disability Discrimination Act 1995)</li> </ul>		√

**NB: ALL INDICATORS SHOULD BE SUPPORTED BY APPROPRIATE EVIDENCE WHICH IS CLEAR AND CHECKABLE AT INTERVIEW**