Gravesham Borough Council

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| Directorate: | Corporate Services |
| Department: | Committee Services |
| Post Title: | Mayoralty Chauffeur (Casual) |
| Hours | To work as and when required including during the day, evenings, weekends and public holidays and this equates to approximately 68 hours per month with seasonal variation. |
| Responsible to: | Committee Services Manager |

**Job Description**

This job description is intended as a working document only, giving a guideline to the major tasks to be performed. It is anticipated that the post will develop as working practices change to meet the demands of the service, new legislation or policies of the Council. It is expected the post holder will contribute to and assist in the development of such changes.

**Job summary**

To work as part of a Team, providing chauffeuring duties in the Mayoral car for the Mayor and Mayor’s Escort and on occasion the Deputy Mayor and Deputy Mayor’s Escort, Officers and Members, as required.

To provide support at mayoral events and formal receptions in accordance with protocol and with the Council’s recognised procedures.

**Main responsibilities**

1. Undertake chauffeuring duties in the Mayoral car for the Mayor and Mayor’s Escort and on occasion the Deputy Mayor and Deputy Mayor’s Escort, Officers and Members, as required.
2. Ensure that the Mayor and Mayoral party are properly received at all engagements and escorted at all times.
3. Follow protocol and etiquette for Mayoral events and formal receptions in accordance with the Council’s recognised procedures.
4. To be responsible for the Mayoral chains of office and Civic Regalia whilst on duty and ensure that they are stored securely and transported safely.
5. Responsible for the care of the Mayoralty car, in all respects, cleaning, fuelling/charging, to monitor and record mileage and report any breakdown, damage or emergency associated with the vehicle to Committee Services.
6. Plan and assess safe and effective driving routes, inside and outside of the Borough, to get the Mayoral party to functions on time.
7. To comply with all instructions when driving the Mayoral party including timing, parking and pick-up arrangements, as set out in the diary documentation provided by Committee Services.
8. To assist at civic and ceremonial events when required to do so by the Mayoralty and/or Committee Services including receiving guests, making formal introductions to the Mayor and escorting visitors.
9. To attend and participate in the Council’s Mayor Making Ceremony including the rehearsal.
10. To represent the Council through the role to ensure that the public image of the Council is maintained.
11. Ensure that you work in line with all the Council’s policies and procedures and ensure that you are aware of your obligations under these.
12. To brief relief drivers as necessary to ensure that the Mayoralty remains appropriately supported during periods of your absence.
13. To act as cover for the Mace-Bearer when required.

15. Any other duties of a similar nature related to the post which may be required from time to time.

**General**

To carry out such other duties as may be required of you, commensurate with the grade and level of responsibility, as directed by management.

To participate as required in the Council’s Emergency Planning Operations which may involve duties outside the post holder’s normal job description and contracted hours.  In the event that an incident has occurred which disrupts the Council’s ability to deliver it’s critical functions, the post holder will be expected to participate in the recovery stage which may include undertaking duties within the post holder’s competencies in other departments and/or at other locations.

A commitment and contribution to the Council’s Equal Opportunities Policy is an essential requirement of the post.

The post holder will carry out all duties and activities having regard to the provisions of the Health and Safety at Work Act 1974, and in accordance with any instructions from senior members of staff under that Act or any Council or Departmental Codes of Practice or Procedures.

The post holder must ensure that data quality and integrity is maintained and that data is processed in accordance with Council policy, the Data Protection Act, the Freedom of Information Act and other legislation.

The post holder will comply with Statute and Council Policy in all respects.

An awareness and commitment to section 17 which places a statutory duty on police and local authorities to work in partnership to reduce crime and promote community safety. It is also required that community safety is to be a thread running through all functions of the LA.

A commitment to excellent customer service and the values of the Council.

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| **PERSON SPECIFICATION** | | |
| Characteristic | Specification | |
|  | ESSENTIAL | DESIRABLE |
| SKILLS/ABILITIES (Specific skills and abilities required to undertake the duties) | Reliable, with a flexible approach to work.  Ability to effectively represent and promote the Council’s image.  Ability to carry out the physical requirements of the post.  Ability to drive a family sized saloon car with due care and attention adhering to the Highway Code. A driving assessment will be part of the selection process.  Ability to work alone and to act on your own initiative.  Excellent time keeping.  Discrete and maintaining confidentiality as required.  IT Literate, capable of using MS Word / Excel and office packages. | Able to demonstrate a commitment to public services and local democracy.  Disability awareness, and able to provide suitable assistance to those with mobility issues, and other disabilities. |
| KNOWLEDGE (Particular knowledge which will be necessary to perform the work effectively, e.g. of specific legislation or regulations) | Good level of general education.  Awareness of basic car maintenance and functions. | Knowledge of Local Government services.  Knowledge and experience of driving on the road network within the Borough of Gravesham and an awareness of local geography. |
| QUALIFICATION TRAINING (Educational/vocational qualifications and other training)  Verification will be required | A current full clean Driving Licence covering both manual and automatic cars. | ROSPA Advanced driving test or equivalent. |
| EXPERIENCE (Level and type of previous experience) | Wide experience of driving in urban, rural and motorway environments. | Experience of having worked as a chauffeur or equivalent.  Experience of driving both manual and automatic vehicles.  Awareness of protocol and etiquette for formal occasions. |
| QUALITIES (Particular qualities necessary to carry out the works, e.g. ability to work under pressure or work co-operatively in a team) | Ability to prioritise work and achieve deadlines.  Ability to communicate orally to a range of audiences, using tact as necessary.  Well groomed, smart and personable.  Ability to negotiate to keep security and mayoral protocols in line with Council practice and procedure.  Ability to prioritise work and achieve deadlines.  Ability to effectively plan and assess times for safe routes.  Assertive and able to command authority.  Ability to use initiative within agreed protocols.  Ability to maintain accurate records.  Ability to work successfully both independently and as part of a team. | Ability to use a vehicular satellite navigation system. |
| SPECIAL CONDITIONS (e.g. willingness to work unsocial hours or wear a uniform) | Flexible approach to working time arrangements to meet the requirements of the service, which will include evening and weekend working.  The successful candidate will be required wear a suit, shirt and tie purchased by the candidate using an allowance provided for this purpose. |  |