

Job Description

Job Title	Transport Co-ordinator
Grade	Band H
Reporting To	Transport Manager
JD Ref	OPS0029G

Purpose

Responsible for the day-to-day management of the home to school and vulnerable adult transport services and management of the Council's pupil escort service, drivers and passenger attendance.

Main Duties And Responsibilities

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.
- Develop the team and manage people matters in the first instance.
- Deputise for the Transport Manager as required in their absence.

Communication, Engagement and Training:

- Identify training needs, coordinate and provide training for drivers, passenger attendants and pupil escorts for the following key areas: manual handling; epilepsy awareness; safeguarding; behaviour management; autism awareness and any other training commensurate to the role.
- Ensure where appropriate, a multi-disciplinary approach to the work of the assisted travel section and to facilitate close liaison with partner agencies and other officers within the council.

Data Analysis and Decision-Making:

- Responsible for the recruitment and selection of the pupil escorts and driver & passenger attendants.

Performance Management:

- Support the Transport Manager in all activities associated with undertaking the Service Reviews and Business Planning.

Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.

- Responsible for spot checks in association with external agencies (i.e. VOSA) to ensure all vehicles are up to standard in relation to cleanliness and external providers are compliant with contractual terms and conditions.
- Ensure risk assessments are carried out in line with governance and safe systems of work and Health & Safety procedures.
- Responsibility for scheduling journeys, maintenance of the council's fleet in accordance with Ministry of Transport regulations and insurance compliance.

Other:

- Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

Qualifications

- No formal qualifications are required however a good standard of English and Mathematics is needed.

Knowledge & Skills

- Knowledge of transport legislation.
- Knowledge of borough geography and road networks.
- Knowledge of data protection and GDPR legislation.
- Knowledge of Microsoft Office programs including Word and Excel.
- Excellent organisation skills.
- Ability to work well under pressure to meet deadlines.
- Ability to adapt to change quickly.

Experience

- Experience in people management.
- Experience in delivering a coordinated assisted travel service.
- Experience in using route transport package software.
- Experience of using and updating database management systems.



ACCOUNTABLE



AMBITIOUS



**RESIDENT
FOCUSED**



PROFESSIONAL

Additional Information

The postholder must be able to travel across the borough and work outside traditional hours, of a weekend and evening as required, adopting an agile working approach in response to business requirements.

NOTE:

The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.

This job role profile will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job role profile and changes to it may be amended in light of organisational and service requirements.

Health & Safety Considerations:

- Work with VDUs (Video Display Unit) (>5hrs per week)



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