

Job specification

Job title: Driver Technician

Service: Early Intervention

Grade: G4

Reporting to: ICES Manager

Your job

As a Driver Technician you will be part of a team who are deliver and fit equipment and aids to service users homes this will support service users with daily living, you will also collect equipment for return to store if a service user no longer requires it. Also as part your role you will assist with the decontamination of equipment. You will input information relating to the equipment into a database system. You will assist the store manager in general duties within the equipment Store.

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

In this job you will

On an on-going basis you will:

- Deliver, fit and test equipment to the specified requirements of prescribing officers from both Health and Local Authority Service Users
- You will use a Councils vehicle for these duties for which you will be responsible for regular maintenance checks, filling in log sheets for the vehicle indicating daily schedule and mileage
- Have ultimate responsibility over the decision process of furniture rising adhering to prescribers required height for furniture to be raised
- Work as part of the decontamination unit with cleaning of equipment and input of data relating to equipment
- Ensure cost effective use of equipment supplied by ICES
- Undertake duties and responsibilities in a timely manner to meet the standards and response times expected
- Be responsible for own Health and Safety and ensuring to follow the Councils policies and ensuring awareness of your responsibility as employee of the Council
- Attend relevant training as directed by line manager
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need

You must be able to demonstrate the following essential requirements:

- Full, clean driving licence with 12 months driving experience, with experience of driving a transit van
- Understanding of the needs of older people and people with disabilities
- Willingness and the ability to obtain qualifications relating to the fitting of aids to daily living and to undertake training to fit equipment that requires specialised knowledge

- The ability to carry out PAT testing on all equipment prior to dispatch
- The ability to use the required equipment for the completion of delivery notes e.g. Hand held computer and scanner
- Knowledge of Disability equipment use and installation and the function of the equipment stores
- Ability to make decisions based on Service user's furniture in order to fit appropriate raising equipment
- Willingness to work under pressure to carry out rapid discharge requirements and emergency equipment fitting
- The ability to communicate with prescribing officers to facilitate correct equipment supplied
- Consideration and sensitivity to the needs of Service Users and their families or carers
- The ability to carry out demanding physical activity often in cramped working conditions
- The ability to work on your own and as part of a team and using your initiative
- To work flexibly in your approach to hours which will include working weekends/bank holidays and evenings

Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

Be Positive... take pride in all that you do

Be Accountable... be responsible for making things better

Be Courageous... be open to doing things differently

Individuals with line management responsibilities are also expected to ...

Inspire... lead by example and help others to see the big picture

Care... show genuine concern for people as individuals and value their contributions

Engage... I connect with others both within and beyond the organisation

Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

Staff Deal

Wigan Council

Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

Signed

Donna Hall CBE, Chief Executive

Your part

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough

Signed



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