

Role Profile

Job Title:	Driver Operative
Location:	Borough Wide
Directorate:	Greenspaces Operations – Greenspaces & Street Scene
Grade:	B
Salary Range:	£24,408 - £25,629
Reports to:	Greenspaces Supervisor

1. Purpose of Job:

- To assist in the delivery of a high-quality greenspaces service throughout the borough; in accordance with the Council's policies and service specification.
- The Operative will work as a member of a team of cleansing operatives in the boroughs parks and open spaces.
- To drive and be responsible for the operation and safe use of service vehicles or any ancillary equipment associated with the provision of the cleansing service.

2. Key accountabilities:

Role Specific Responsibilities

- To carry out cleansing duties to include the removal and collection of litter and refuse, dirt, weeds, leaves, dog excreta, glass.
- To investigate fly tipping & dumping, record details of findings, report in writing and orally to Enforcement Officers/Supervisors and undertake/organise removal.
- To empty and service litter and dog bins.
- To deal with/remove fly-posting and smaller areas of graffiti recording all incidents and report removal of larger areas to the Supervisor.
- To be trained in and operate cleansing equipment in a safe manner and in accordance with safe working procedures.
- To safely and legally drive any Green-Streets or other specialist vehicles associated with the provision of Barnet's Green-Streets vehicles up to 3.5 tonnes G.V.W.

- Be responsible for the cleanliness of the vehicles including the cab and ensure that unauthorised works are not undertaken.
- Be responsible for checking the vehicle or equipment, at the start and end of each use in accordance with the fleet department vehicle fault identification system and/or complete the relevant defect report.
- To report environmental defects to the Supervisor to include vandalism, potholes, broken footpaths, damaged/defective street furniture etc.
- Monitor and report on the cleanliness conditions and record standards of work carried out.
- To ensure that allocated tasks are correctly completed to include all work record sheets, time sheets, and any other administrative tasks.
- Whilst not driving, perform other duties as appropriate to the level and grade of the post.

Team Leadership and Management

- A requirement to work as part of a small team for some and/or all of the time.
- Be self-motivated with an emphasis on good industrial relations to enhance successful collaborative working, personal ownership and achievement.
- To work with other team members and promote a team working approach at all times.
- To ensure the safety of their colleagues and the general public at all times.
- To ensure paperwork is in order and is completed prior to handing back to supervisors at completion of task.
- To inform the Supervisor of any incident or accident.

3. Financial Responsibilities:

- To ensure that vehicles are kept in a clean and serviceable condition and report any defects promptly.
- Daily maintenance and operations checks relating to vehicles, plant and equipment and ensure correct and consistent use of all operational tools to ensure safety is maintained, including the reversing assistant procedure, camera if fitted and in-cab data system.
- To ensure the security and appropriate use of any hand tools, equipment and machinery issued.
- To ensure that supplies, materials, equipment, tools and refuse sacks are not misused or misappropriated.

- To ensure security of mobile phone issued.
- To ensure the security of park access keys issued.

4. Health and Safety Responsibilities:

- To ensure that Personal Protective Equipment (PPE) issued is worn, cleaned, and maintained.
- Ensure safe and efficient delivery of service by achieving high standards of health and safety and reducing risk.
- Tip in a safe and efficient manner at all disposal facilities whilst ensuring all facility-based requirements are adhered to by all crew members.
- To be trained in and ensure compliance with the safe use and practices of working methodologies, equipment, and use of materials.

As an employee of the London Borough of Barnet, you are required to:

- Abide by Barnet's health and safety policy and associated arrangements
- Complete mandatory health and safety training
- Follow safe systems of work and use devices/guards provided for safety.
- Wear/use personal protection equipment where issued and instructed to do so, including lone working devices.
- Report any Accident/Incidents/Hazards.
- Take care of your own and other's safety, health and wellbeing.

5. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

Caring / **L**earning to Improve / **I**nclusive / **C**ollaboration

6. Flexibility

- In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above, although falling within the scope of the post at the appropriate grade.

- Work at required locations as necessary to perform all duties within the scope of the role.
- Work in inclement weather conditions.
- Work with a degree of flexibility to ensure the service is maintained during exceptional or specific operational difficulties or occurrences or special events.
- In the event of extreme weather causing service disruption, perform other duties within Streetscene to support the needs of the community and service as suitably able or trained to provide.

7. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

8. Other

- To inform immediate supervisor of any problems.
- To ensure no unauthorised works and collections of unauthorised waste are made at any time.
- To ensure no unauthorised use of council vehicle.
- To work under the instruction of the Supervisor and ensure daily tasks are completed to a high standard.
- To ensure a high degree of customer care and professionalism is maintained.
- Be willing to undertake any training with regards to driving vehicles including gaining further entitlements to tow trailers and drive vehicles up to 7.5 ton.
- Adapt to changing demands, priorities and needs in order to deliver a high performing service.

PERSON SPECIFICATION

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Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		
Current and valid Full UK Driving Licence	Essential	Application/Interview
Experience & Knowledge		
Borough knowledge - an excellent knowledge of the borough of Barnet	Essential	Application/Interview
Health and safety - An understanding of Health & Safety at Work Act 1974	Essential	Application/Interview
Physical - The ability to walk 10-12 miles a day and be able to lift bulky rubbish	Essential	Application/Interview
Skill & Ability		
Time management - The ability to work to tight deadlines, prioritise own workload and be able to work with limited supervision	Essential	Application/Interview
Teamwork - The ability to co-ordinate and work effectively as part of a team	Essential	Application/Interview
Change management - Able to take part in additional training and embrace new working practices when required	Essential	Application/Interview
Leadership - Be able to motivate others	Essential	Application/Interview
Management and performance - To be able to complete daily paperwork and maintain records, flexible in your approach to work	Essential	Application/Interview
Communication skills - The ability to communicate with all levels of the organisation	Essential	Application/Interview

and the public and have a proven commitment to customer care		
Values & Behaviours		
Caring		
Integrity- works with candidates and colleagues in a way that builds trust.	Essential	Application/Interview
Empathy- says "thank you" and "well done" where appropriate, and take time to 'check in' to see if the people I work with are ok	Essential	Application/Interview
Support- support colleagues to deliver excellent services. A focus on resolving any issues and capturing lessons learnt	Essential	Application/Interview
Learning to Improve		
Insight- Regularly relies on evidence and professional standards to support work and decision making.	Essential	Application/Interview
Agile- Fully empowered to act within the scope of the role	Essential	Application/Interview
Growth Mindset- takes responsibility for own personal development, growth and learning and support others with their learning and development where I can	Essential	Application/Interview
Inclusive		
Personal Responsibility- Curious about what is important to others around diversity. Reflect and act upon this curiosity to improve own understanding	Essential	Application/Interview
Engage with discomfort- Open to and reflect on what makes me uncomfortable and uses engagement with others to challenge myself and constructively challenge others	Essential	Application/Interview
Champion Diversity- Recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential	Application/Interview
Collaborative		

One Team- Actively and purposefully build network of relationships with people across the Council and with partners. Proactively seek feedback and evidence as a way of learning from and improving the way I work with others	Essential	Application/Interview
Accountable- Accept responsibility for own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential	Application/Interview
Outcomes Focused- Adapt my way of working to best suit the outcome we are trying to achieve within the scope of the role and professional standards	Essential	Application/Interview