***NSS046***

***NHS GREATER GLASGOW***

# JOB DESCRIPTION TEMPLATE

Use this template in conjunction with the NHSGG Job Description Guidance Notes to create or revise NHS job descriptions.

This template is intended for use with the NHS Job Evaluation Scheme.

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| 1. **JOB IDENTIFICATION** | |
| **Job Title:** | **Senior Transport Supervisor** |
| **Department(s):** | **Transport Department,** |
| **Job Reference number (coded ):** |  |
| 1. **JOB PURPOSE**   **To manage and have responsibility for running of the Transport Department on a day to day basis.** | |
| **3. ORGANISATIONAL POSITION** | |

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| **4. SCOPE AND RANGE**  **Management of staff comprising:**  **1 x Supervisor and 88 Drivers**  **Responsible for operating within department budget of: TBA** |
| **5. MAIN DUTIES/RESPONSIBILITIES**  **To ensure the Transport Department staff have a safe environment to work from, and have the necessary tools/equipment to carry out their duties.**  **Operate the Transport Department and services within allocated budget.**  **Develop systems to monitor and maintain accurate information regarding the transport fleet, its use, and staff.**  **Ensure agreed services and scheduled demands are met on a daily basis.**  **Liaise with other managers requiring to introduce new services, and/or change existing service schedules.**  **To participate in groups or committees as appropriate and assigned by the Hospital Manager.**  **Investigate and resolve issues or complaints.**  **To manage staff recruitment, appoint as required and agreed with Hospital Manager.**  **Assess driving skills of job applicants before employment, assess existing members of staff required to carry out driving duties, and agency driverson behalf of the Transport department**  **Evaluation of new vehicles/equipment for practical use, safe operation and functionality before introduction into the fleet.**  **Ensure fleet database, vehicle maintenance, record keeping is kept in order, and vehicle users notified timeously of maintenance requirements.**  **Monitor staff attendance, taking appropriate action where necessary.**  **Process motor accident claims, to include forwarding of reports and supplying information as may be required by persons acting on behalf of the Division.**  **Ensure records of all taxi/courier booking requests are maintained.**  **Process/authorise supplier invoices.**  **Monitor fuel invoices for errors and/or excessive fuel withdrawals.**  **To operate in accordance with Division Policies and Procedures.** |

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| 1. **SYSTEMS AND EQUIPMENT**   **Vehicles currently in use, or may require to be driven include a wide range e.g. small cars such as Vauxhall Corsa through to 16 tonne trucks with tail-lift facility, and minibus up to 17 passenger seat capacity.**  **Telephone and Emails**  **Computer and printer.**  **Used for internal intranet email communication, and communication with external suppliers and agencies.**  **Searching of Internet for vehicle data and relevant transport sources of information.**  **Fleet Management System computer package used for maintaining a database of all vehicles maintained and in use by the relevant Transport Hub. Currently there are a total of circa 100 vehicle on this system. This information is used for notification of vehicle Service/MOT/Road Fund licence due dates. Supplier invoice detail entered as appropriate.**  **Microsoft Access database for the logging of all drivers’ daily duties and vehicles used.**  **Microsoft Word for creation of letters, reports, notices etc.**  **Microsoft Excel spreadsheet package for reporting of weekly attendance, absence and vacancy returns. Advising fleet insurers of changes by use of a standard template, emailed direct.**  **Microsoft PowerPoint presentation package.**  **My Transport Planner for routing purpose**  **Telematics systems**  **Tachograph systems to keep the department compliant**  **Pecos financial package for raising of purchase orders, entering invoice detail, authorising and goods receiving, ordering of office supplies.**  **Other systems/equipment used as required, as per Transport Drivers job description.** | |
| **7. DECISIONS AND JUDGEMENTS**  **Prioritise own daily tasks and workload.**  **Actions to be taken in the event of an urgent/emergency request for transportation of staff/equipment/goods. Re-organisation of staff and vehicles to cope with immediate situation.**  **As changes in workloads and schedules occur, re-organising of vehicle fleet to ensure most efficient and cost effective use.**  **Balance cost of vehicle repairs against value/age and/or replacement/hire cost.**  **Where necessary, contact service provider(s) to query invoicing anomalies, clarify/justify charges, agree final costs.** | |
| **8. COMMUNICATIONS AND RELATIONSHIPS**  **Contact is made daily with many hospital departments outwith Transport e.g. Portering, Catering, Pharmacy, Laboratories, Finance etc., so ensuring services are operating efficiently.**  **Communication also take place frequently with external suppliers for various reasons:**  **Vehicle mechanical/electrical maintenance/repair, new build or bodywork repair, hire.**  **Vehicle dealer/leasing agents for replacement vehicle quotation and/or sourcing vehicle specification data and costs.**  **Vehicle fleet insurers notified of fleet changes in accordance with statutory requirements to update MID(Motor Insurance Database).** | |
| **9. PHYSICAL DEMANDS OF THE JOB**  **Walking/lifting/pushing/pulling.**  **Climbing stairs.**  **Use of computer keyboard.**  **Demonstrating use of vehicle equipment e.g. tail-lifts where the loading platform must be physically lowered/raised by hand into the stow position.**  **Safe driving and manoeuvring of the full range of vehicle fleet.**  **Loading and unloading of vehicles.**  **To cover driving duties as required, as per Transport Driver job description.** | |
| **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**  **To offer a high level of service to all hospital departments on a regular or ad-hoc basis in and around Glasgow, and beyond as required.**  **To meet the demands of departments/wards without increasing staff/fleet numbers, or reducing the level of services offered.**  **To supply all services within department budget.** | |
| **11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**  **Road Traffic Regulations applying to use and condition of vehicles.**  **Operators Licensing regulations applying to use of Large Goods vehicles exceeding 3.5 tonnes Gross Vehicle Weight.**  **Construction and Use regulations applying to existing and new build vehicles.**  **To be knowledgeable and experienced in the use of vehicles and their equipment, in order to operate them safely in any environment.**  **To demonstrate the safe and proper use of equipment used by drivers/staff in carrying out their duties.**  **To know, understand and be able to demonstrate the principles of safe loading, weight distribution, restraining of loads by straps, poles, or other recognised safe methods.**  **Vehicle mechanical/electrical knowledge is advantageous in resolving minor problems, allowing a failed vehicle to proceed to a safe place.**  **Good communication, organisational, admin, I.T. skills.**  **Hold an OLAT qualification or willing to work towards**  **‘** | |
| **12. JOB DESCRIPTION AGREEMENT**  A separate job description will need to be signed off by each jobholder to whom the job description applies.  **Job Holder’s Signature:**  **Head of Department Signature:** | **Date:**  **Date:** |

**JOB DESCRIPTION APPENDIX –**

**ADDITIONAL ROLES AND RESPONSIBILITIES**

**Please use this form to describe any additional roles or responsibilities currently fulfilled by a jobholder that are not an integral part of the person’s substantive job (e.g. Radiation Protection Supervisor, “Link Practitioner” etc)**

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| **1. TITLE OF JOBHOLDER’S SUBSTANTIVE POST:** | |
| **2. DEPARTMENT:** | |
| 1. **DESCRIPTION OF ADDITIONAL ROLE/RESPONSIBILITY:** | |
| **4. AGREEMENT OF ABOVE DESCRIPTION**  **Job Holder’s Signature:**  **Head of Department Signature:** | **Date:**  **Date:** |