



## **Libraries and Archives Service Driver/Attendant**

**Salary:** Band 3 £24,027 - £24,420 plus 7.5% shift allowance (£12,013 - £12,210 for 18.5 hours)

18.5 hours per week

### **What is the job**

Reporting to the Service Development Manager

1. To securely and safely deliver books and/or archive materials between service points including the School Library Service and PCC Museums. You will take responsibility for safely and legally driving and parking whilst carrying out your duties.
2. To be responsible for the maintenance of the van including arranging routine servicing visits, MOT, any necessary repairs, cleaning on a regular basis, refuelling and recording, maintaining a daily log sheet of visits and issues etc.
3. Undertake online driving assessments and licence checks as required by Portsmouth City Council.
4. Undertake patrolling and security duties within the Central Library and assist staff in managing challenging public behaviour and creating a safe environment for service users.
5. Undertake library shelving and floor walking, assisting with customer enquiries.
6. To undertake messenger and portering duties including lifting and moving of heavy items i.e. furniture, boxes of books, waste material.
7. Manage the loading bay at Central Library and assist with deliveries.
8. Set up and dismantle room layouts involving the carrying of chairs, tables and IT equipment for the use of PCC staff and other organisations hiring rooms and areas of Central Library.
9. Be responsible for safe opening and closing of the library after hours for pre-booked events and activities.
10. Carry out cleaning and refuse management duties where required in the Library and Third Floor area, monitoring sharps boxes and taking particular care with the removal of sharps using tongs and safety gloves.
11. Replenish roller towels, soap and toilet rolls in all toilets within the building.
12. Assist with the maintenance and cleaning of immediate environs of the library buildings i.e. library, frontage, 'moat', etc, including the carrying out of minor repairs and works.
13. Be a fire warden for Central Library, on a rota basis and after appropriate training has been completed.

### **Who is the person**

#### **You will:**

1. Require a full, clean driving license and several years driving experience.



2. Be a good communicator who has excellent interpersonal skills and customer care. You should be able to deal effectively and courteously with disruptive visitors to the Library and to ensure a safe environment for service users.
3. Be a flexible and adaptable person able to respond to the operational needs of staff, building contractors, deliveries and the requirements of visitors.
4. Be able to lift heavy items of furniture, equipment, materials, crates of books etc and able to spend some of the time standing or walking around the Library.
5. Be a good team player and able to manage your own workload.
6. Have an attention to detail and routine, to ensure security and safety processes are maintained for the welfare of staff and visitors to the building.
7. Be able to work weekends and evenings in accordance with the opening times of the building and the requirements of room bookings.

**Additional information:**

**If you are shortlisted for interview, please bring your full driving license and also print your driving license information from the link below and bring this with you.**

<https://www.gov.uk/view-driving-licence>

**General Data Protection Regulation (GDPR)**

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.