Job Description

Job Title	Civic Driver / County Buildings Officer
Level	4
Service	Regulatory Services

Job Purpose

To ensure the effective carrying out of chauffeuring and driving services including civic and ceremonial duties and when required the provision of reception, caretaking, mailroom and print room services.

Date: October 2023



Post Responsibilities:

- To undertake chauffeuring services to the Provost, Leader and other Councillors / Officers.
- To undertake civic duties as instructed by the Senior County Buildings Officer.
- To undertake general office services, caretaking, messenger, reception and security duties as instructed.
- To assist in the preparation and setting up of accommodation.
- Ensure safe working practices in which the health, safety and welfare of colleagues are not jeopardised.
- To undertake mail services to the Council, including franking and the efficient distribution of internal and external mail.
- To provide an efficient delivery service and to support the Print Room, including photocopying and the distribution of printing to Services.
- To assist in ensuring that the reception area, courtyard and all other public areas are kept clear and tidy at all times.
- To ensure that the Council vehicle is kept clean and tidy at all times.
- Carry out other such duties consistent with the post as may be required by the Senior County Buildings Officer, Coordinator (Democratic Services) or the Service Lead - Democratic and Governance.

Possession of:

- It is essential that the post holder holds a full UK clean driving license.
- Relevant work experience.

Substantiated ability to:

- Ensure the safety and security of keys for Council properties whilst in your possession.
- Ensure that Council issued uniform is worn and a clean and tidy appearance is evident at all times.
- Be flexible and operate hours on a shift pattern and have the ability to work outwith normal working hours.
- Work individually and as part of a team.
- Have a flexible attitude and approach.

- Prioritise and progress workload.
- Understand the importance of confidentiality.
- Become a Council First Aider and undertake First Aid Training as required.
- Meet the standards required under the Values and Behaviours of South Ayrshire Council.

Demonstrable experience of:

- Excellent communication skills.
- Caretaking, messenger, reception and security duties.
- Undertaking general office duties.
- Being self-motivated.

Proven Technical Understanding of:

- Local Government and Council activities.