



## THE POST

**College/Service:** Campus Services <http://www.exeter.ac.uk/campuservices/>

**Post:** Executive Vehicle Driver

**Grade:** C

**Reporting To:** Transport Manager

**Responsible For:** No staffing responsibilities

The above part time post is available immediately in the Service.

### Job Description

#### **Main purpose of the job:**

The Executive Vehicle Driver post resides within the Transport Department in Campus Services. The Transport team manages the Campus Services Transport Fleet in accordance with the University's operational needs on a daily basis, ensuring that as far as possible the service provided to the various Schools and Services is effective, reliable and cost efficient.

#### **Main duties and accountabilities:**

The Executive Vehicle Driver reports directly to the Transport Manager in carrying out normal day to day tasks and duties.

The Executive Vehicle Driver will primarily be responsible for providing a professional chauffeur service to senior University staff and VIPs but may also be required to perform other general driver duties, mainly at times when chauffeur assignments are not required.

The working hours (1300 P.A) are annualised but there are no fixed weekly working hours or patterns. The hours are primarily determined on a week to week basis by the transport needs of senior University staff and VIPs.

Flexibility is a key aspect of this role as there are no fixed working hours, and operational requirements can change at short notice. It may involve working unsocial hours and weekends.

The post holder will be expected to carry out their duties with minimal supervision and to an extremely high standard. Executive Vehicle Drivers are often required to meet and greet VIPs therefore a high standard of personal conduct and good communication skills are essential.

Executive Vehicle Drivers may be required to drive any of the University's vehicles as well as hired vehicles i.e. minibuses, Luton van and other small delivery vehicles.

Executive Vehicle Drivers are also required to maintain the appropriate procedures and records for recording mileage, refuelling of vehicles and any other type of report required to be completed to monitor vehicle usage, maintenance etc.

Executive Vehicle Drivers are responsible for cleaning of all the Campus Services vehicles, carrying out routine oil, water, tyre and damage checks and reporting any defects or damage that could render the use of the vehicle illegal.

In accordance with the Health and Safety at Work Act, University health and safety policies and transport procedures, the post holder must demonstrate a diligent duty to take reasonable care at all times of the health and safety of themselves and all others who may be affected by their actions.

Executive Vehicle Drivers must maintain a smart appearance and wear the Uniform issued at all times whilst on duty.

Executive Vehicle Drivers must attend all mandatory training courses along with those identified by their line manager/supervisor as relevant to their role.

The role holder must maintain a good standard of personal appearance and hygiene both to comply with health & safety regulations and to maintain standards which are acceptable to the University and customers.

The Executive Vehicle Driver must be able to give and receive information effectively, demonstrate excellent interpersonal skills and initiative whilst being able to work effectively in a team.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility.

### **Person Specification**

<b>Competency</b>	<b>Essential</b>	<b>Desirable</b>
Attainments/Qualifications	Full UK/EU Driving Licence.	Clean driving licence.
Skills and Understanding	<p>Able to drive competently and safely for long periods at any time of day/night.</p> <p>Excellent customer care and communication skills.</p> <p>Able to operate vehicle fitted satnav equipment.</p> <p>Able to maintain total confidentiality and privacy.</p>	<p>Advanced driving skills/experience.</p> <p>Good Geographical knowledge of the South-West and London.</p>
Prior Experience	Previous professional Chauffeuring experience.	<p>Be able to drive minibuses.</p> <p>Previous similar professional chauffeuring experience of VIPs.</p> <p>Experience of working within a sensitive environment having to maintain confidentiality and loyalty.</p>
Behavioural Characteristics	<p>Flexible approach to driving a range of vehicles and working as part of a wider driving team.</p> <p>Discreet, polite and trustworthy. Flexible attitude to working hours and new working processes.</p> <p>Must be punctual at all times.</p> <p>Calm, unobtrusive and patient demeanour.</p>	Able to accommodate working unsocial hours at relatively short notice.

### **Informal Enquiries**

Before submitting an application you may wish to discuss the post further by contacting Robert Pitchford, email [r.pitchford@exeter.ac.uk](mailto:r.pitchford@exeter.ac.uk) or telephone (01392) 724575.

## **Additional Information Relating to the Post**

### **Salary**

The starting salary will be circa £18,254 per annum (pro rata £12,843 for 25hrs) inclusive of shift allowance.

An increment will be payable on 1<sup>st</sup> August each year until the top of the scale is reached (subject to being in post for 6 months and satisfactory performance). The scale will be subject to a cost of living review each year.

### **Hours of work**

Hours of work will be 25 hours per week (1300 per annum annualised) worked by arrangement with your line manager.

### **Overtime**

When overtime is worked, by prior arrangement with your Manager time off in lieu will be given or (provided you have worked more than 36.5 hours) will be paid at time-and-a-half.

### **Annual Leave**

The annual leave entitlement for full-time appointments is 39 days (pro rata for part-time appointments) – see our website <http://www.admin.ex.ac.uk/personnel/leave.shtml> for more information.)

### **Probationary Period**

The appointment will normally be subject to a probationary period of one year.

### **References & Medical Clearance**

All appointments are subject to satisfactory reference and medical checks and individuals will be required to complete a medical assessment form before appointment is confirmed. Applicants should note that the University normally contacts referees for short-listed applicants without further advice to applicants. When advising of referees, if they are resident overseas, please ensure you supply fax numbers and/or email addresses enabling us to contact them (if necessary) without delay.

### **Right to Work in the United Kingdom**

We welcome all applicants and the diversity they bring. However, the nature of this role, the salary and the qualifications required, mean that immigration legislation will not allow the University to apply for a sponsorship certificate for this post. We strongly recommend that applicants that are non EEA nationals consult the Right to Work rules on the Home Office website at: [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk).

In particular you are encouraged to undertake a self assessment of your eligibility to work in the UK using the link to [www.ukba.homeoffice.gov.uk/pointscalculator](http://www.ukba.homeoffice.gov.uk/pointscalculator).

### **Terms & Conditions**

The Terms and Conditions of Employment can be viewed on line by visiting <http://www.exeter.ac.uk/staff/employment/conditions/terms/>

### **Pensions**

Membership of the University of Exeter Retirement Benefits Scheme (ERBS) is automatic provided that you meet the qualifying criteria for membership.

The ERBS is a contracted-out scheme and the employee's contribution is 7.5% of gross salary; the University, as your employer, contributes such sums as will be required to maintain the full benefits of the scheme. This scheme is a Career Average Revalued Earnings scheme, for further information please visit <http://admin.exeter.ac.uk/personnel/pensions>. You may opt out of the scheme: if you wish to do so, you should contact the Pensions Manager, Mrs Alison Rose (01392 263088/email [a.j.rose@exeter.ac.uk](mailto:a.j.rose@exeter.ac.uk)) for further information and to complete the necessary documentation.

The University now operates a Pension Salary Exchange scheme. Under the rules of the scheme, new employees who become members of the pension scheme become eligible to participate in Pension Salary Exchange after three full calendar months of employment. You will automatically participate in the Pension Salary Exchange scheme from the 1st of the month following this date. However, you also have the right to opt-out of Pension Salary Exchange at any time up to the completion of three full calendar months of employment. In the event that you do not wish to participate in Pension Salary Exchange, you should request an opt-out form by contacting the Pensions Office on extension 3088 (or email [a.j.rose@exeter.ac.uk](mailto:a.j.rose@exeter.ac.uk)).

Further information about Pension Salary Exchange is available from the Human Resources website [www.admin.exeter.ac.uk/personnel](http://www.admin.exeter.ac.uk/personnel) or from the Pensions Office.

**Short-listing Information**

We will acknowledge your application by email. The University of Exeter recognises the time and effort taken to apply for a position and will contact you by email to inform you of results of shortlisting

**Application Procedure and Interview Information**

The closing date for completed applications is **Wednesday 19<sup>th</sup> March 2014**. Interviews are expected to take place on 3<sup>rd</sup> April 2014.

**Data Protection Act (1998)**

The information contained within your application is being requested to enable the University to make employment decisions and meet statutory obligations. Any information provided to the University in this context will be treated confidentially and used only by manager(s), member of the University, Human Resources, Superannuation and Payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.