

Job Title:	Driver / Security Officer		
Department:	Health & Social Services	Section:	Facilities
Reports to:	Lead Driver/ Security Officer		
Grade:	Falkland Islands Government Grade – G2	Job Code:	
Overall Purpose of the Role			
- To undertake general driving duties by transporting patients, staff, supplies and equipment. - To assist health professionals in providing first response emergency care to patients within limits of training and competence. - To undertake security duties within and around the KEMH and other H&SS facilities as required.			
Key Role Activities			
Driving - Transporting patients to and from the KEMH both routinely and in an emergency. - Transferring patients, staff, equipment and supplies to and from a range of locations including the Mount Pleasant Complex. - Driving the ambulance as part of the emergency service provided by the H&SS Directorate and once certified, to use advanced driving skills, including under blue light conditions, to respond to emergency calls as required. - Assist Healthcare Professionals with various physical/manual handling tasks as required in order to safely collect, transport and transfer patients - Arrange and manage the collection of deceased patients and their transfer to the KEMH; this may mean assisting with mortuary duties as required. First Response Emergency Care Provision Assist Health Professionals in the field with pre-hospital emergency care provision; this will typically include the following tasks under the strict direction of a nurse, doctor or other medical professional: - Incident assessment - Casualty assessment - Airway management - Universal precautions - Emergency care equipment, including medical gases - Patient/Treatment documentation - Consent			

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Key Role Activities continued	
Security - Conducting pro-active walk rounds of internal and external sites and undertake equipment checks to ensure that buildings and property are secure to protect the ongoing safety of staff, service users and visitors. - Checking access to fire escapes to ensure fire doors are closed and escape routes remain clear. - Responding to emergency incidents such as Fire alarms. General - Undertake basic vehicle maintenance such as cleaning and preparing the units of the ambulance fleet, and performing general vehicle checks to ensure units are ready to respond to the next call. - Cleaning and checking fuel levels of the H&SS fleet vehicles under the direct management of the driver team leader and ensuring they are prepared for the next day of use. - Complete vehicle logs, security diary and any other required paperwork in an efficient, accurate and timely manner. - Maintain good working relationships with other healthcare staff and provide assistance as requested. - To assist service users, visitors and colleagues in a helpful, polite manner and direct services users and visitors to appropriate areas of the H&SS outside of routine operating hours. - Undertake required learning to ensure skills and knowledge are maintained. - Other suitable duties relating to the environment of the hospital, such as small 'handyman' type jobs, as requested by the Hospital Manager as required. The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.	
Additional Information	
This role operates as part of a shift rota providing 24/7 service provision to the Health & Social Services; this means that the role requires the post holder to participate fully in the rota to provide cover on weekends, public holidays and government holidays. In addition, the post holder will also have to participate in a standby rota to allow the service to cover emergencies. Due to the nature of the role the post holder will be required to attend a variety of training events, many of which will be mandatory and which may fall outside of scheduled shift patterns. Any training undertaken outside a shift pattern will attract appropriate rates of pay. Criminal Record Checks - This post is regarded as a sensitive post All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s). Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers. Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.	

Job Description

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Person Specification:	Driver / Security Officer		
Criteria	Essential	Desirable	Assessment Method
Knowledge, Skills & Experience			
Minimum of 12 months experience of driving various vehicle types (eg passenger cars and light commercial vehicles) in a safe and careful manner.	✓		A/I/R
Able to demonstrate literacy and numeracy skills sufficient to complete paperwork relating to delivery and collections, securing of patients' property, keeping accurate and thorough records, etc., and comprehension skills sufficient to be able to read and understand written instructions.	✓		A/I/R
Good thinking and reasoning skills.	✓		A/I/R
Experience of basic vehicle maintenance; such as checking and correcting tyre pressures, checking oil levels, and topping up coolant levels.	✓		A/I/R
Good organisational and prioritising skills.	✓		A/I/R
Excellent communication skills.	✓		A/I/R
Able to work effectively within a small team and to work unsupervised.	✓		A/I/R
Basic computer experience in the use of common Microsoft Office programmes such as Outlook, Excel and Word.	✓		A/I/R
Evidence of an understanding of Health and Safety within the work place.		✓	I
Fire Warden Training (or capacity to undertake training).		✓	A/I
Awareness of safety issues surrounding the transport of dangerous goods		✓	I
Personal Attributes:			
Align with FIGs Core Values – Diverse, Professional, Resilient & Resourceful	✓		A/I/R
Honest, reliable, polite, sensitive and tactful at all times when dealing with patients.	✓		I/R
Sufficiently 'fit' for the duties including getting in and out of vehicles and loading and unloading.	✓		I/O
Possesses patience and the ability to handle stressful situations calmly.	✓		I/R
Able to maintain absolute confidentiality at all times and comply with all relevant policies, procedures and practices.	✓		I/R
Able to keep to a schedule, but be sufficiently flexible to adapt to changing priorities.	✓		I/R
Capacity to undertake training as required by the Department of Health & Social Services to maintain effective working practices.	✓		I/R
Sensitive to feelings of others (particularly relatives of deceased or injured persons).	✓		I/R

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Criteria	Essential	Desirable	Assessment Method
Knowledge, Skills & Experience			
Prepared to go into unknown or unpredictable situations.	✓		I
Qualifications and Training			
C1 driving licence	✓		A
Full, clean driving licence for manual vehicles	✓		A
Level 3 Certificate in First Response Emergency Care (FREC 3)	✓		A/I
Emergency Response Driver Training Certificate	✓		A/I
Note to Applicants: Please ensure that you demonstrate your ability to meet the requirements of the job in your application form by giving clear, concise examples of how you meet each criterion.			

Method of assessment:

A - Application Form

I - Selection Interview

R – Reference

O - Other