

ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

Directorate	:	Public Health & Communities
Service	:	Libraries and Customer Services
LOCATION	:	Boroughwide
JOB TITLE	:	Van Driver (BIBS)
	:	
Grade	:	Grade 2
Accountable to	:	Stock and Reader Development Manager
Accountable for	:	Nil
Hours of Duty	:	30 flexible working hours in accordance with the needs of the service.

Any Special Conditions of Service

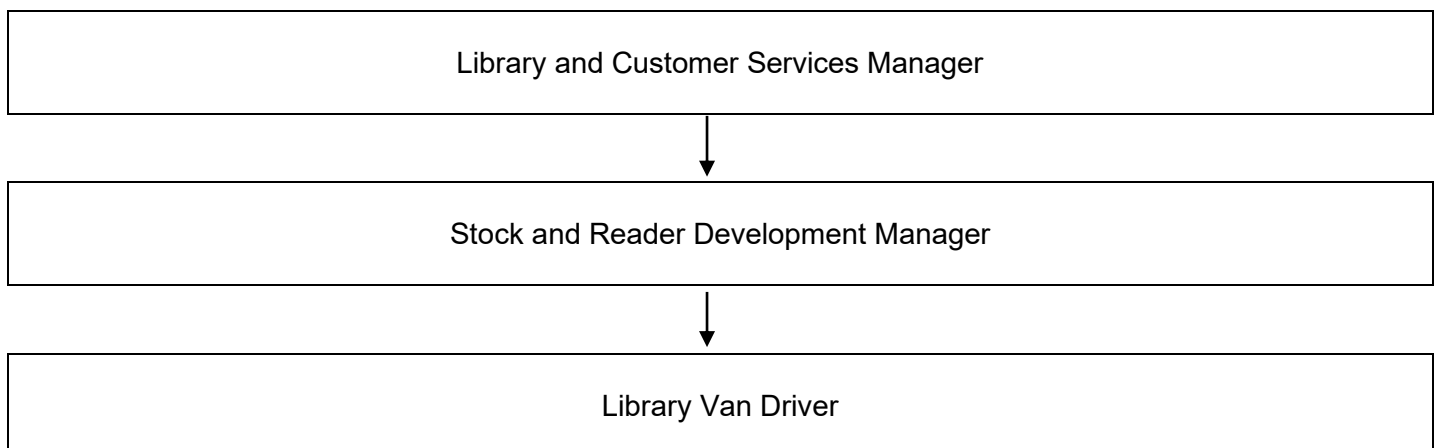
The post holder maybe required to work on Saturdays and out-of-hours.

The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council.

This post is not Politically Restricted in accordance with the current regulations

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

To provide an effective and efficient courier service across the borough's libraries and related venues.

Control of Resources

Personnel

None

Financial

To be responsible for cash handling including the transport of cash between libraries

Equipment/Materials

To be responsible for the health, safety and welfare of herself/himself and other persons who may be affected by her/his actions or omissions while at work. To be Responsible for reporting to the Stock and Reader Development Manager any matters relating to the security, maintenance or operation of equipment, vehicles and premises which require attention.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal

Council staff
Members of the Council.
Trade Union representatives

External

Members of the public.
Partner organisations
Representatives of community/voluntary groups

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Principal Duties

1. Driving the Council owned or leased van to deliver books and other resources between libraries, as directed by the Stock and Reader Development Manager or other bibliographic services staff when required.
2. Carrying and moving crates of books, equipment and furniture, between and within libraries and other venues.
3. To empty delivery boxes at the end of each delivery run and re-distribute the incoming books/mail as appropriate.
4. To pack boxes and crates for delivery
5. To complete and submit paperwork associated with this post
6. To ensure the vehicle is kept clean, tidy and in roadworthy condition, including re-fuelling and washing.
7. To report any defects to the Stock and Reader Development Manager
8. To assist with the rescheduling of routes, as and when required.
9. To collect locked cash bags from branch libraries, transport to main libraries and obtain receipt of delivery.
10. To follow procedures and good working practices to ensure the security of equipment and data
11. To cover the Doorstep Delivery Service where needed , for leave or sickness.

Values and Behaviours

Approach the job at all times using the values set out below

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Be aware of and apply these values and associated behaviours at all times.

Secondary Duties

- 1 To participate in any training initiatives as a trainee, and attend meetings.
- 2 To carry out administrative duties
- 3 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by Vicky Clarke Date January 2023

Job Description Reviewed by Penny Butterworth Date April 2026

Agreed by Postholder _____ Date April 2026

Service Director _____ Date April 2026

**Rochdale Borough Council
Person Specification**

Service :	Public Health & Communities	Post:	Van Driver (BIBS)
Section :	Library Service	Post Number :	TBC
Job Ref:	TBC	Grade:	2

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Special Working Conditions		
Are you willing to be flexible when necessary to meet operational requirements including covering the Doorstep Delivery service where needed?	E	AF/I
Do you have a full, clean driving licence and have experience of driving vans or larger vehicles?	E	AF/I
(b) Qualifications and Experience		
Experience of working with the public or community or voluntary groups	E	AF/I
Experience of transporting goods between venues using GPS equipment when necessary	E	AF/I
Experience of completing relevant paperwork and maintaining records	E	AF/I
Experience of following procedures and working practices to maintain health and safety and cash handling procedures	E	AF/I
(c) Skills and Knowledge		
Ability to lift and carry heavy boxes, equipment and furniture.	E	AF/I
A confident communicator with excellent people/interpersonal skills	E	AF/I
Ability to work with library staff to ensure a smooth service in branches	E	AF/I
Ability to complete basic check and maintain a clean vehicle		
(d) Behaviours and Values		
13 Approach the job at all times using the values set out below: <ul style="list-style-type: none"> • Proud of the difference we make • Passionate about the diversities of the Borough • Pioneering and Open in our Approach Please confirm you are willing to adhere to these values and behaviours.	E	AF/I

