

# Job Profile

Grade: 4

JE\_ID 10053

## Driver Support -GELS

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### About the Job

As a member of the Gloucestershire Equipment Loan Service (GELS) Team based in Hempsted in Gloucester, you will carry out collection and delivery of medical equipment between the GELS sites at Hempsted in Gloucester and Mitcheldean in the Forest of Dean. You will also conduct basic preventative maintenance and repairs on all GELS vehicles in accordance with manufacturer guidelines to ensure legal requirements are met and agreed standards are maintained.

You will receive daily management supervision from one of the GELS Logistics Team Leaders.

## **This is what we need you to do...**

- To deliver, collect and assist in recovery of medical equipment from the GELS sites daily and as required.
- To swap equipment on vehicles, changing over from one vehicle to another.
- To conduct basic repair and maintenance activity on vehicles, such as ad-blue top up, screen wash, bulbs etc.
- To clean vehicles thoroughly as part of a regular routine to uphold vehicle image and as part of pre-maintenance inspections.
- To follow set tasks as determined by Line Manager.
- Responsibility to ensure accurate work and time records are maintained, using both paper and computer-based systems.
- Responsible for ensuring high quality standards are maintained
- To actively participate in maintaining the workshop and workshop equipment in a safe, clean, and tidy order.
- To undertake those duties which support the achievement of the Council's equal opportunities objectives, with particular reference to the targets/positive actions included in the annual Positive Action Plan and aspects of service delivery.
- To participate in the PDR process and work towards achieving the appropriate level of Skills for Tomorrow identified for this post.
- The postholder to adhere to all health and safety instructions and to take all reasonable care not to do anything that might endanger themselves or others; to report to their line manager any dangerous situations in the workplace or any shortcomings in

## **Special Conditions**

- The Postholder will be expected to maintain occupational competence and will be required to attend relevant courses, seminars etc. where appropriate.
- The Postholder must have a full UK driving licence.
- You must be physically fit and able to safely lift and carry.
- The Postholder will not smoke in the workplace or in County Council vehicles.
- Assist in the implementation of the organisation's equal opportunities objectives with particular reference to any targets / positive actions set out in the [Fairness & Diversity Strategy]
- To adhere to all organisation Health and Safety policies and procedures and other policies and procedures applicable to employees.
- Must live within 30 miles of Gloucester.

## **Principal Contacts**

- Internally, the principal contacts will be with departmental staff.
- Outside the department, the main contacts will be local suppliers, repairers, etc.
- Leadership Team in GELS
- Wider GELS Team and GCC

health and safety arrangements which they perceive.

- Ensure the delivery of a high-quality service to customers
- To undertake such other duties related to the work of the organisation as may be assigned that are consistent with the nature of the job and its level of responsibility.

### **Monitoring and ongoing development of outcomes**

As part of the annual appraisal, outcome-based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the organisation reserves its right to amend or add to the accountabilities listed above.

### **The ideal candidate will have...**

#### **Experience**

- Experience driving vehicles
- Good understanding of vehicle driver defects and repair
- Good understanding of busy vehicle and workshop environments
- Managing work independently

#### **Knowledge, Skills and Understanding**

- Forward thinking, readily adaptable, accurate with a desire for quality.
- Good “customer” perception. Good time keeping without supervision.
- Ability to work under time pressure and work to very high and demanding standards.
- Good methodical organised approach to jobs.

#### **Behavioural attributes**

- Aligns with Gloucestershire Employee Values and behaviours which are available on our [website](#).
- Our values are Accountability, Integrity, Empowerment, Respect and Excellence
- Flexibility with working hours and needs of the business
- Strong customer focus with a commitment to ensuring the provision of high-quality services, both internally and externally
- Able to be initiative and be proactive
- Ability to respond quickly to changing priorities and manage own workload as well as workload of others
- Excellent people skills and ability to work as part of a team and sets high standards by example
- Positive attitude to problem solving and innovation and flexible and adaptable approach to challenges
- Excellent organisational skills with ability to respond to tight deadlines and handle priorities

- Good attendance record.
- Willing to work to a “right first time” quality ethos.
- Effective time management.
- Positive and open working style
- Attention to detail
- Strong sense of objectivity and diplomacy
- Committed to continued professional development

## **Education & Qualifications**

- “B”, “B, E” category driving licence
- Basic understanding and familiarity with vehicles
- Educated to GCSE level (or equivalent) in Mathematics and English to Grade C / 4 or above
- Basic vehicle defect repair and maintenance knowledge
- Willingness to undertake relevant training and personal development

There are also a number of generic requirements that are applicable to all employees within the organisation. There can be found at the following link:

<http://staffnet.gloscc.gov.uk/index.cfm?articleid=8579>