

RUGBY BOROUGH COUNCIL

JOB PROFILE

Post No.

Post Title: Relief Mayor's Chauffeur/Macebearer/Attendant

Unit/Team: Democratic and Support Services

Grade: £12.53 per hour

Service: Legal and Governance

Reports to: Democratic and Support Services Manager

Issue Date: December 2023

PURPOSE OF THE JOB

To act as relief chauffeur and attendant to the Mayor and Deputy Mayor and undertake additional duties in the Mayor's Parlour. To act as relief Macebearer as required.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1.1 Support to the Mayor and Deputy Mayor

1.1 To act as Mayor's Chauffeur/Attendant for daytime and evening engagements (as agreed with the Mayoral and Civic Officer).

1.2 In conjunction with the Mayor's Chauffeur/Macebearer/Attendant and the Mayoral and Civic Officer, to be responsible for the mayoral car by

- (a) arranging for the car to be taken for its service/MOT as required;
- (b) ensuring it is kept clean inside and out with the bodywork washed, waxed and polished as often as required;
- (c) regular vehicle checks and reporting of any defects.

Assistance with Civic Functions

1.3 To act as Relief Macebearer as required for civic occasions.

2. OTHER DUTIES AND RESPONSIBILITIES

2.1 Be aware of Health and Safety legislation and, so far as is reasonably practicable, ensure compliance with the Health and Safety at Work Act, the Council's Safety Policy and the Departmental Safety Policy.

- 2.2 Such other reasonable duties of a similar kind as the Mayor or Deputy Mayor may reasonably require.
- 2.3 Any other reasonable duties as requested by your manager, in line with you skills and knowledge.

3. SUPERVISORY RESPONSIBILITIES

None

4. FINANCIAL RESPONSIBILITIES

Financial Rules and Procedures

The Council's rules and procedures for all financial activities are set out in the Council's Constitution within Contract Standing Orders (part 3f) and Financial Standing Orders (part 3g). More detailed guidance on specific financial activities is provided in a series of Financial Instructions.

Copies of these documents will be available within each Department and are also shown in full on the Council's Intranet site under the heading of 'Finance' within 'You and Your Job'.

All employees who carry out any financial activities must ensure that they are familiar with, and comply with at all times, the Council's financial rules and procedures.

5. RESPONSIBILITY FOR ASSETS AND DATA

Play an active role in identifying, managing and controlling risks relating to the business activities of the role.

6. EXTENT OF PUBLIC CONTACT

The post holder will have extensive contact with the Mayor and Deputy Mayor. Contact with Councillors, Leadership Team and senior officers within the Council is also necessary.

Externally, the post holder will have regular contact with event organisers, members of the public, the press and civic officers in other local authorities.

7. WORKING CONDITIONS AND ENVIRONMENT

Based from the Town Hall, but working within the Borough of Rugby.

The post holder may be required to attend Council meetings as Macebearer.

Also, at the discretion of the post holder, chauffeur duties may be undertaken in the evening. Occasional attendance at civic events held at weekends may be required.

8. CORPORATE RESPONSIBILITIES

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting
Equality and Diversity
Health and Safety
Risk Management
Anti- Fraud
Data Quality and Data Protection
Business Continuity
Major Emergency Plan
Procurement and Contract Management
Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder

Date

PERSON SPECIFICATION



Post: Relief Mayor's Chauffeur / Macebearer

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
GCSE Grade C or above in Maths and English, or equivalent	E	A,D
Possession of a clean driving licence	E	A,D
The ability to plan travel routes and attention to detail regarding arrangements and requirements for civic and mayoral engagements	E	A,I
Demonstrate good time keeping	E	A,I
The ability to communicate in a clear, concise and diplomatic manner with the Mayor, Councillors, Officers at all levels and with members of the public	E	A,I
The ability to exercise tact, diplomacy and discretion	E	A,I
Willing to work on a flexible basis, during the day, evening and/or at the weekend, by prior agreement	E	A,I
Use of initiative and the ability to work without constant supervision	E	A,I
A good knowledge of the local area	D	A,I
Previous experience as a chauffeur	D	A,I
Knowledge of etiquette, protocol and civic ceremonial	D	A,I

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D