

Job Description: Driver

Function:	Security and Operations
Job:	Driver
Position:	Prison Driver
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	SDU Manager
Additional reporting line to:	Orderly Officer
Position location:	HMP Northumberland

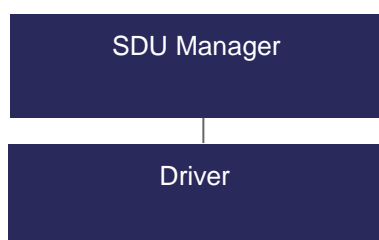
1. Purpose of the Job – State concisely the aim of the job.

To drive the prison minibus, primarily to transport prisoners (under the supervision of prison custody officers) to external appointments. May occasionally be required to undertake other journeys with or without passengers as directed by the Staff Delivery Unit Manager.

2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY18:	€tbc	EBIT growth:	Growth type:	Outsourcing rate:	Region Workforce
		EBIT margin:			
		Net income growth:		Outsourcing growth rate:	HR in Region
		Cash conversion:			
Characteristics ■ Not applicable					

3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

There are strict rules around the escorting of prisoners to external appointments. Although the driver will have no supervisory responsibilities, he/ she must be fully commensurate with the security requirements of the role, and to undertake all necessary briefing and training.

Prisoners sometimes behave in an anti-social, unpredictable or even violent manner. They may suffer from physical and/ or mental health difficulties. Although the driver will have no responsibilities for the supervision or management of prisoners, he/she must expect that on occasions they may witness challenging behaviour.

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

To drive the prison minibs, primarily to transport prisoners (under the supervision of prison custody officers) to external appointments. May occasionally be required to undertake other journeys with or without passengers as directed by the Staff Delivery Unit Manager.

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- To support the quality of life of residents by providing a decent and efficient service which allows them to access external healthcare appointments;
- To help residents maintain their family ties by supporting visits to seriously ill relatives and funerals;
- To help with the provision of value for money by reducing the necessity for taxi fares.

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Must be at least 25 years of age (for insurance purposes);
- Must have at least 2 years driving experience;
- Must have no licence endorsements;
- Must be security cleared to enhanced level;
- Must be prepared to undertake relevant security training, including personal protection training.

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

- | |
|-----------------------------------|
| ■ Working effectively with others |
| ■ Resilience |
| ■ Delivers the required result |
| ■ |

9. Management Approval – To be completed by document owner

Version	1.0	Date	
Document Owner			