



**Manchester City Council
Role Profile**

Lord Mayor's Attendant/Driver

**Grade 4 (+ 15% flexibility payment)
Chief Executive Department, Corporate Core
Reports to: Team Manager, Civic and Ceremonial**

Key Role Descriptors:

The role holder will directly support the Civic Team and contribute towards the achievement of objectives of the wider service undertaking the role of attendant and driver to support the Lord Mayor in the delivery of their civic duties.

The role holder will utilise effective planning and time management skills to ensure the engagement schedule is adhered to, representing the organisation in a professional and respectful manner and maintaining the dignity and standing of the Mayoral office at all times.

Key Role Accountabilities:

Undertake a range of official duties in a professional manner, in line with protocol, and ensuring that high quality standards are observed and maintained at all times.

Attend official civic functions undertaking required activities in compliance with procedure, demonstrating skills to make short public announcements and carry official items during high profile public events.

Ensure all official items and garments are stored and maintained appropriately undertaking responsibility for cleanliness and the safe storage and transportation of items of significance for the organisation and the city. Report required repairs in a timely manner and take personal responsibility for the preservation of all items.

Act as a point of contact and receive and attend to guests visiting the Lord Mayor maintaining high professional standards at all times.

Display effective time management and forward planning skills undertaking the role of driver for the Civic Team, anticipating potential issues to ensure the timely attendance at events.

Maintain the official vehicle ensuring adherence to vehicle safety standards with responsibility for a high standard of interior and external cleanliness.

Support the civic support team with business support activities, contributing to the provision of a high quality support function.



Personal commitment to continuous self development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

Where the roleholder is disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.



Lord Mayor's Attendant/Driver – Key Competencies and Technical Requirements

Our Manchester Behaviours

- We are proud and passionate about Manchester
- We take time to listen and understand
- We 'own it' and we're not afraid to try new things
- We work together and trust each other
- We show that we value our differences and treat people fairly

Generic Skills

- **Communication Skills:** Demonstrates an understanding of the views of others and communicates in a realistic and practical manner using appropriate language and medium, listens attentively to views and issues of others and responds to issues arising. Ability to communicate clearly, concisely, accurately and in ways that promote understanding.
- **Planning and Organising:** Provides work on time and to required standard and is capable of prioritising own workload in order to meet deadlines.
- **Problem Solving and Decision Making:** Ability to analyse situations, diagnose problems, identify the key issues, establish and evaluate alternative courses of action and produce a logical, practical and acceptable solution.
- **IT Skills:** Ability to use multiple applications, systems and associated software packages.
- **Administrative:** Have some familiarity with information technology, including word packages.

Technical requirements (Role Specific)

- Possess a clean full driving licence for 3 years.
- This role will require a high level of flexibility and willingness to work to a changing work pattern including weekend and evening work.
- Experience of or ability to undertake routine vehicle maintenance including maintenance of tyre condition/pressures, oil/radiator/fuel levels, and reporting mechanical defects.