

Job Profile

Provisional Job Title: Mayor's Chauffeur and Macebearer	Grade: N/A – paid as a flat rate of £12.74 per hour
Section: Support and Member Services	Directorate: Chief Executive's Group
Responsible to: Mayor's Support Officer (LB Richmond & Wandsworth)	Responsible for: N/A
Post Number/s:	Date: November 2018

Working for the Richmond/ Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Borough Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront innovation in local government and the organisation will invest in your development and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose:

The postholder is responsible for attending the Mayor at functions and keeping the Mayoral car in good condition, acting as Macebearer at civic functions and meetings. The post holder will drive the mayoral car, ensuring a safe journey and arrival at the correct destination in a timely manner.

Acts as Mayor's attendant, ensuring that the Mayor (or Deputy Mayor) is able to carry out official duties in an appropriate manner, ensuring that the Mayoral badge, chains and other civic insignia are worn correctly; acts as Macebearer when required.

Specific Duties and Responsibilities:

1. Ensures the mayoral car is clean and in good running order at all times & reports any damage or defects that are identified during the course of his/her duties.

2. Plans a suitable route to ensure arrival at the time stated on the Mayor's engagement sheet.
3. Collects the Mayor or others as directed to ensure arrival at functions by the agreed time.
4. Attends on the Mayor at functions as required.
5. Ensures the safekeeping of the mayoral and civic regalia at all times; keeps the regalia clean and in good repair.
6. Carries out all relevant security measures in relation to the mayoral and civic regalia.
7. As required assists with ensuring that the Mayor's Parlour and associated offices are kept tidy and in good order (e.g. clearing away after functions, replacing furniture, general housekeeping).
8. As required assists the Mayoralty Officer with delivering civic functions and mayoral events and engagements; attends events as required (this will involve food preparation and serving, clearing away afterwards and occasional evening and weekend working).
9. Acts as Macebearer when required.
10. Carries out general admin duties when required.

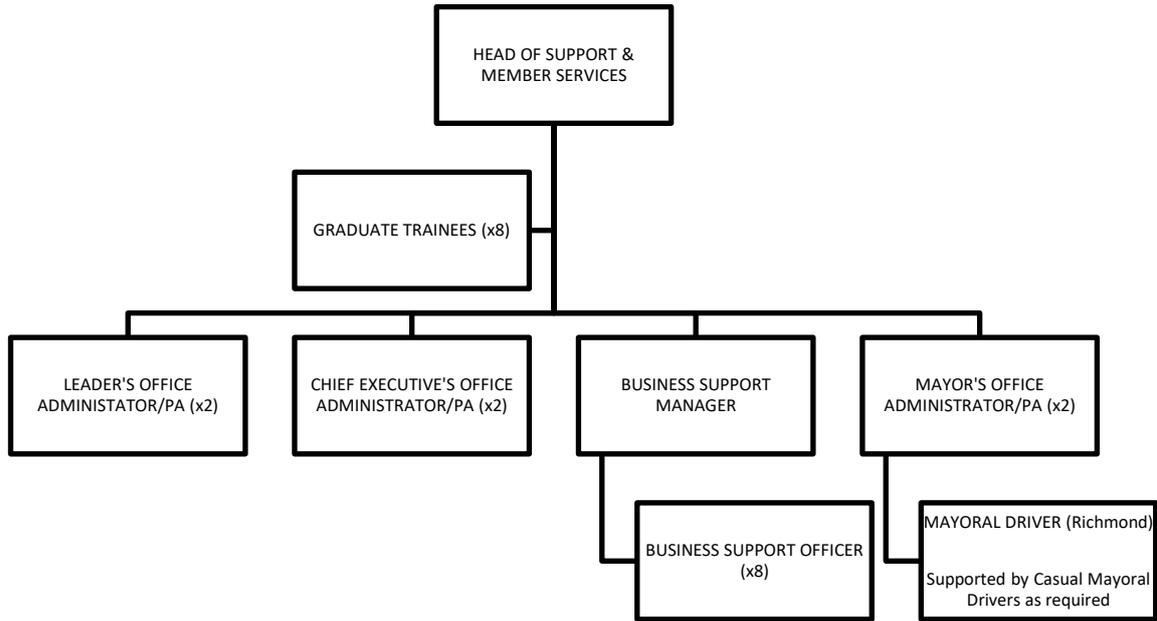
Generic Duties and Responsibilities

- To contribute to the continuous improvement of the Borough's of Wandsworth and Richmond services.
- To comply with relevant Codes of Practice, including the Code of Conduct, and policies concerning data protection and health and safety.
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and work to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand the both Council's duties and responsibilities for safeguarding children, young people and adults as they apply to your role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Additional Information

"Unsocial hours", evening and weekend working required.

Current team structure



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Post Number/s:	Date November 2018

Purpose of role: The post provides support to the Richmond and Wandsworth Mayoralties by covering the duties of the Chauffeur and Macebearer on a casual basis.

Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means, we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

Requirements	Assessed by A & I/ T/ C
Knowledge	
Knowledge of the role of the Mayor and of civic protocol and civic ceremonial arrangements.	
Experience	
Strong focus on customer care, displaying tact, diplomacy and resilience when dealing with difficult situations and always projecting a confident and professional image when in the public arena and/or dealing with large groups of people.	



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service and value

Experience of working in an administrative/business support role, following office procedures and managing paper and electronic records; experience of diary management.	
Experience of planning, organising and running events and meetings, including food preparation and serving.	
Skills	
Ability to assist with the delivery of events and meetings, including food preparation and serving.	
Ability to recognise and handle in an appropriate manner, confidential or sensitive information and of distinguishing between political and non-political activities.	
Ability to work both independently <u>and</u> as an effective team member, using initiative and adapting to changing priorities and deadlines in a calm, well-organised and methodical manner; self-motivated with a flexible approach to working hours; prepared to see jobs through before leaving as urgent tasks cannot always be finished within normal working hours.	
Ability to be punctual, courteous, and able to remain calm in traffic and be of smart appearance	
Able to be easily contactable to arrange work duties and able to work evenings and weekends sometimes at short notice. Some duties may be during the working week.	
Qualifications	
Safe and competent car driver (Must hold a full UK driving licence with no endorsements or penalty points.)	