

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Mayors' Chauffeur and Macebearer	<b>Grade:</b> Scale 5
<b>Section:</b> Support and Member Services	<b>Directorate:</b> Chief Executive's Group
<b>Responsible to:</b> Member Services Manager	<b>Responsible for:</b> N/A
<b>Post Number/s:</b> RWC0152	<b>Last Review Date:</b> June 2024

#### Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth 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 of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

### Job Purpose

1. To act as the Mayor's Chauffeur and Macebearer, and to provide administrative support to the Richmond and Wandsworth Mayoralties.

### Specific Duties and Responsibilities

1. Ensures the mayoral car is clean and in good running order at all times.
2. Using all available sources and local knowledge, 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. Supports the Mayor at functions as required.
5. Carries out all relevant security measures in relation to the Mayoral and Civic Regalia.
6. Ensures that the Mayor's Parlour and associated offices are kept tidy and in good order such as clearing away after functions, replacing furniture, general housekeeping, and ensuring maintenance of Civic Regalia.
7. Supports the Mayor's Support Officer with planning and organising civic functions and mayoral events and engagements.
8. Assists with the running of events/engagements as required; attends events as required (this will involve food purchase, safe food preparation and serving, clearing away afterwards).
9. Acts as Macebearer when required.
10. Provides administrative support to the Mayoralty.
11. Briefs the Mayor as necessary; arranges introductions; assists at Mayor's Charity Fund raising events; ensures safekeeping of donations; deposits cash and cheques at the bank.
12. Ensures the safekeeping of the Mayoral and civic regalia at all times; keeps the regalia clean and in good repair; facilitates the display of mayoral and civic regalia when required.
13. Responsible for the timing and the correct 'forming-up' of civic processions, acts as 'Master of Ceremonies' at civic functions when required.
14. In respect of the Mayor's car (in consultation with the Mayor's Support Officer) arranges servicing/assessments, and temporary replacement vehicles when required; arranges for vehicle charging and charging points where applicable.
15. Prepares a weekly mayoral engagement sheet, allocating drivers, showing pick-up, times and liaising, checking directly with event/engagement organisers to ensure the Mayor has up to date and accurate information.

### **Generic Duties and Responsibilities**

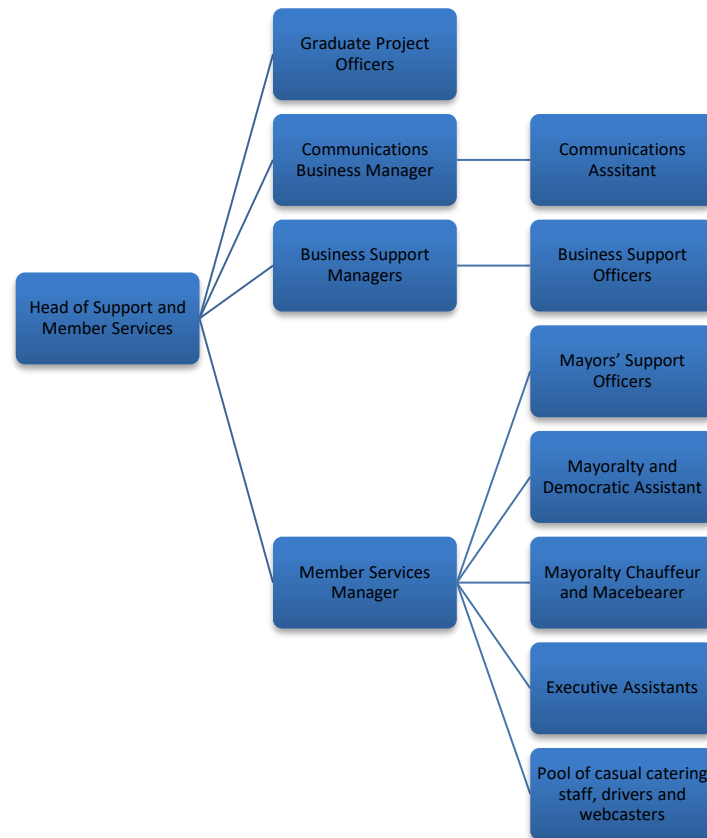
- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.

- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems.
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working 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 both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

### **Additional Information**

- This position is part time, and it is expected that you will work 20 hours per week in an average week. You will keep a record of your hours and should you work fewer hours in a week you will be expected to make this up in busier times. Should you exceed the 20-hour threshold your extra hours will be paid at basic rate up to 36 hours and then as overtime as per the pay scale afforded to this post.
- The post will involve evening and weekend working at times.
- It is expected that this team will have a presence in both boroughs and this will be reflected in the type of support and duties that the postholder undertakes. A flexible approach is required to ensure adequate arrangements across the two sites, and therefore some travel should be expected.
- The postholder will be expected at times to work alone.

### **Team Structure**



**Person****Specification**

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**Our Values**

Our new values have been built to capture the best of how we work together and to inspire the change we need to create in our culture.

The five statements are clear, directional and demanding. They build on our good governance and reliability, emphasising the need for all of us, whatever our role, to show leadership, to be confident, imaginative and creative.

As an organisation that's come together to represent a broader part of London, we reaffirm our commitment to embrace difference, to connect even more deeply and widely and to show compassion and empathy for the people we work with and the people we serve.

Our new values are:

- Think bigger.
- Embrace difference.
- Lead by example.
- Connect better.
- Put people first.

<b>Person Specification Requirements</b>			<b>Assessed by A / I / T / C (see below for explanation)</b>
<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Knowledge of the role of the Mayor and of civic protocol and civic ceremonial arrangements.	<b>x</b>		<b>A / I</b>
Knowledge of using business support systems, including Microsoft applications.	<b>x</b>		<b>A / I</b>
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Strong focus on customer care, displaying tact, diplomacy and resilience when dealing with difficult situations and always projecting a confident and	<b>x</b>		<b>A / I</b>

professional image when in the public arena and/or dealing with large groups of people.			
Experience of working in an administrative/business support role, following office procedures and managing paper and electronic records; experience of diary management.	x		A / I
Experience of planning, organising, and running events and meetings, including safe food preparation, food presentation and serving.		x	A / I
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Ability to use IT applications effectively to create high quality documents, presentations, spreadsheets, etc. in an accurate and timely fashion and to the appropriate corporate standards, using creativity and demonstrating great attention to detail.		x	A / I
Ability to recognise and handle in an appropriate manner, confidential or sensitive information and of distinguishing between political and non-political activities.	x		A / I
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.	x		A / I
Ability to ensure roadworthiness of the mayoral car and the safety of passengers (i.e. through regular checks and servicing).	x		T
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Experienced, safe, and competent car driver (Must hold a full UK driving licence with no endorsements or penalty points.)	x		A / C
GCSE grade C or above in English and Maths or by equivalent experience.		x	A / C

**A – Application Form/CV**

**I – Interview**

**T – Test**

**C – Certificate**