



Falkland Islands Government – Job Description

Job Title:	Security Officer / Driver		
Department:	Health & Social Services	Section:	Health
Reports to:	Hospital Manager		
Grade:	Falkland Islands Government Grade – H1		

Job Purpose

- To undertake security duties within and around the Hospital
- To assist in patient care by undertaking general driving duties, transporting patients, staff and supplies and equipment
- To respond to emergency calls, driving the ambulance
- To assist patients, staff and visitors in a helpful and polite manner

Overview:

This role operates as part of a rota covering Evenings, Nights and Weekends. Routine hours of work will be agreed with individual job holders. There may be occasions where a job holder is required to provide extra cover when necessary.

Main Accountabilities:

- To undertake security duties for the hospital, out buildings, Sheltered Accommodation units and the hospital vehicles with the aim of making sure the properties are secure and patients, staff and visitors are safe
- Drive the ambulance as part of the emergency services provided by the Medical Department
- Assist Casualty staff and the Doctor on Call with various physical/manual handling tasks as required
- Transport patients to and from the hospital both routinely and in an emergency
- Provide a service to transfer patients, staff, equipment and supplies to and from a range of locations including Mount Pleasant Airfield
- Provide assistance to the Ward staff when required
- Assist with the collection of deceased patients and their transfer to the hospital. Assist with Mortuary duties when required
- Receive visitors, patients and telephone calls
- Help provide practical support for patients and relatives under traumatic circumstances



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Main Accountabilities: (continued)	
<ul style="list-style-type: none">• Cleaning and preparing Ambulance after each use to ensure it is ready for the next call out• Cleaning H&SS vehicles and checking fuel levels to ensure they are prepared for the next day's work• Other tasks relating to the safety and security of the building, such as checking access to fire escapes• Other duties relating to the environment of the hospital, such as small 'handyman' type jobs, as requested by the Hospital Manager or Engineering Manager, and in the spare time available <p><i>The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.</i></p>	
Additional Information:	
Rate of pay includes an element for unsocial hours, therefore no additional payments or time off in lieu will apply when working on weekends or public holidays.	
Criminal Record Checks: This post is regarded as sensitive	
<p>All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s).</p> <p>Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers.</p> <p>Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.</p>	



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Person Specification:	Security Officer / Driver		
Criteria	Essential	Desirable	Assessment Method
Knowledge/Skills/Experience/Qualifications:			
Full, clean driving license for manual vehicles	✓		A
C1 driving license - post holders who do not have this at the time of appointment will be required to train and pass the examination	✓		A/I
Able to pass safe Ambulance driving test as set by department	✓		I/T
A willingness and ability to work as part of a team	✓		A/I/R
Ability to successfully complete first aid training	✓		I
Experience of some basic vehicle maintenance	✓		A/R
First aid training		✓	A/I
Health and safety training		✓	A/I
Experience of dealing with elderly or vulnerable patients		✓	A/I
Awareness of safety issues surrounding transport of dangerous chemicals		✓	I
Evidence of knowledge/experience in a variety of maintenance work		✓	I
Decorating skills		✓	I
Personal Attributes:			
Honest, reliable, polite and tactful at all times when dealing with patients	✓		I/R
Suitably fit for the role and capable of heavy lifting	✓		A/I
Patience and an ability to handle stressful situations	✓		I/R
Must be able to work within a small team	✓		I/R
Able to maintain absolute confidentiality	✓		I/R



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Person Specification:	Handyperson / Driver		
Criteria	Essential	Desirable	Assessment Method
Personal Attributes: (continued)			
Must be flexible as priorities may change on a daily basis	✓		I
Able to organize own time and schedule to meet patient and staff requirements	✓		I
Capacity to undertake training as required by the Department of Health and Social Services to maintain effective working practices	✓		I
Must be able to work unsupervised	✓		I/R
Sensitive to feelings of others (particularly relatives of deceased or injured persons)	✓		I

Method of assessment:

A - Application Form
I - Selection Interview
R - Reference
T- Test