

Job Title Grade 3 Transport
Job ID Z1020/TC2/HCO/004
Score 250
Band Band 3
Status Profile Matched
Matched To Health Records Team Leader/Officer
Job Statement 1. Higher clerical support to transport department.
 2. Arranging transport ie internal ambulance.
 3. Arrange movement of goods, equipment.

Relevant Job Information	National Profile	Profile	Factor Status	Score
1. Communication & Relationship Skills				
Dealing with queries regarding bookings for internal ambulance relays messages and instructions to drivers via radio control.	3a	3	Matched	21
3A				
2. Knowledge, Training & Experience				
Job spec requires 4 GCSEs and 1 years relevant experience as well as knowledge of basic vehicle maintenance.	3	3	Matched	60
3. Analytical & Judgemental Skills				
Deals with driver quires regarding hours, wages to ensure the smooth transition of patients.	2	2	Matched	15
4. Planning & Organisational Skills				
Plans and organise transport of patients and goods and prioritise accordingly.	2	2	Matched	15
5. Physical Skills				
Standard keyboard skills for use with hourly sheets bonus sheets.	2-3a	3	Matched	27
6. Patient / Client Care				
Contact with patients is via wards and other staff.	2	2	Matched	9
7. Policy & Service				
Assists the adm in the implementation of new policies and procedures.	2	2	Matched	12
8. Financial & Physical				
Responsibility for monitoring stock levels for the transport department.	2bcd	2	Matched	12
2C				
9. Human Resources				
Allow for the opening of offices and is responsible for work allocation in relation to transport and further instruction via radio to drivers is also responsible for recording of levels sick for drivers.	1-2ac	2	Matched	12
2A				
10. Information Resources				
Use of computer systems for use with salaries ,time sheets hourly sheets annual leave.	2a	2	Matched	9
2A				
11. Research & Development				
No aspect of R.D in the post.	1	1	Matched	5

12. Freedom To Act

Allow for the opening of offices(ie key holder) and is in part responsible for work allocation in relation to transport, has to work as a lone supervisor in the absence of adm deals with drivers queries.	2-3	3	Matched	21
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13. Physical Effort

Most of the day spent in a sitting position at the desk.	2abcd-3ac	2	Matched	7
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2A

14. Mental Effort

Work pattern is unpredictable.	2a	2	Matched	7
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2B

15. Emotional Effort

Exposure is rare deals with some staff issues.	2a-3a	2	Matched	11
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16. Working Conditions

Most of time spent at VDU and in cramped conditions, deals with verbal aggression.	1-2a	2	Matched	7
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2E