

Job Profile – Community Bus Operations Supervisor Level 4 Zone 1

About Camden

Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

About the role

We are looking for someone who is pro-active and can take on the responsibility of supervising the Community Bus Service operations and logistics, being able to think on their feet. As the priorities change frequently, being able to quickly adapt under pressure is important. You will be a strong communicator, confidently dealing with members of the public and key stakeholders.

The Community Bus Operations Supervisor will be responsible for overseeing the running of our Community Bus which hosts a range of services from health to financial support. The role will be responsible for transporting equipment and clinical staff (van to be provided). Working hours will vary and will be on shifts as the schedule is based on demand and there will be weekend working – the contractual working hours will be spread across 7 days.

Responsibilities include:

- Drawing up site plans for bus locations and ensuring parking is available
- Getting the bus ready for the day (arranging waste, disinfecting the vehicle and equipment, arranging transport for clinical staff, ensuring the driver and bus are available and being responsible for the van)
- On the day operations (briefing the bus team, setting up and packing down the venue i.e. gazebos and equipment and being the point of contact for the clinical team)
- Supervising health and safety standards on site
- Providing debrief to the management team

The role primarily deals with members of the public so there is a degree of flexibility expected of the postholder, responding to the needs of the service.

About you

- You must hold a valid driving licence (under 6 points)
- Experience in leading/managing teams
- A good understanding of the health and safety requirements, specifically around COVID-19 guidelines
- You will possess good time management and strong organisational skills
- Good knowledge of the borough as a lot of the role requires travelling through the different areas

- Ability to work with minimum supervision, using problem solving skills and initiative to provide a customer focussed service
- You will have a can-do attitude and be able to work effectively on your own initiative and as part of a team, supporting the services delivery and the council's wider aims
- Be willing to work flexibly, including some evening and weekend work

Work Environment:

Working throughout the borough at the locations the buses will be scheduled to stop. This role will be physical, working outdoors and weekend working on a rota.

People Management Responsibilities:

There are no direct people management responsibilities in this role however you will be required to supervise the Community Bus Outreach Officers whilst working on their bus shift and escalate queries/issues where appropriate.

Relationships:

CVS & LFT Operations Lead, Operations Support Officer, Community Partners, NHS partners and Members of the public

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,