

**Mayor's Chauffeur
Level 2 Zone 1**

Job Title: Mayor's Chauffeur
Job Grade: Level 2 Zone 1
Salary Range: £29,413 - £31,529

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

This is an important role which provides support to the Mayor's office. You will work in a small, dedicated team, with the Mayor's Officer, Mayors Project Officer and Mayor's Support Officer, to provide assistance to Camden's elected Mayor and Deputy Mayor; to ensure the office and mayoral programme of annual events are well managed. You'll be responsible for driving the mayor to events, these relate to a different theme and charity each year, linked to the Mayor's chosen charities. You will also assist with the management of any corporate events, and event in the Parlour which the Mayor takes a lead on.

As the chauffeur you will be responsible for all of the mayoralty's transport requirements, attending to the Mayor and Deputy Mayor (on occasion) and will undertake mace bearing and attendant duties.

The chauffeur will be responsible for driving the Mayor to and from engagements as required, using the Council's mayoral car adhering to detailed time schedules.

About you

A clean driving licence is essential and experience of driving for 2 years.

An understanding of the transport requirements of the mayoralty would be beneficial.

You will need to check the timetable each day and deal with any last-minute changes to the schedule.

You will need to be flexible and professional in your approach.

You will need to ensure that diplomacy and tact is used when attending the Mayor at any engagement and be confident in your approach, ensuring that they are met and introduced by the responsible person. When the Mayor is hosting a function either in the Parlour or an outside venue, you will need to ensure that all guests are welcomed in the correct manner and introductions made.

You will be responsible for the care of the car in all respects, ensuring that it is at all times fuelled, cleaned, serviced, and has a valid MOT. A daily log must also be kept of any journeys undertaken.

You will also be responsible for the upkeep of the Mayor's regalia and ensure that security procedures are followed. You will need to explain the history of the regalia to visitors to the Parlour (training will be provided). You must also arrange for the upkeep of any repairs or maintenance of the regalia and other stored valuables. You will also carry out mace bearing duties.

You will need to ensure that the Mayor has appropriate regalia at every engagement and ensure that the Mayor has had the necessary briefings prior to the event. . You will be required to have a working knowledge of ICT especially in respect of Outlook/emails and Word.

The role requires you to be on duty for official and civic engagements as required which may be during the day, evenings, or weekends. You will be responsible for the upkeep of the Mayor's Parlour and hospitality cupboard ensuring that everything is in order prior to events.

You will also support, as necessary, the Mayor's Office team to assist during any workload pressures as directed by the Mayor's Officer.

Work Environment:

The post demands a high level of flexibility, a positive attitude and excellent customer care skills

The postholder will be based at the Crowndale Centre until we return to the Town Hall (April 2023), but most of the duties will involve driving the Mayor in and around London (mainly Camden) on official engagements.

The working hours for this post are 36 per week and will be annualised to provide flexibility to cover peaks and troughs in the mayoral calendar and will be reviewed quarterly.

It is a requirement of the postholder to cover evenings and weekend work; and you will be required to work 5 days out of 7. There is no set pattern to this work; it will be dependent on the Mayor's schedule of events.

People Management Responsibilities:

The post has no line management responsibilities but will be required to work with the Mayor's Officer to ensure that all driving duties for the Mayor (and on occasion the Deputy Mayor) are covered daily.

Relationships:

The postholder will be part of a small team who provides specialist support to the mayoralty. The postholder will meet and liaise with key contacts who will include Chief officers, Cabinet Members and Elected members, MPs, members of the community from within Camden as well as the Representative Deputy Lieutenant, representatives of Foreign Governments as well as Royalty on occasion.

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.

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.

Note:

This document is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.