AMBULANCE DRIVER

CYN ADVERT

Vacancy Campaign Number: HR/24/14

Terms & Conditions of Employment

1. Contract Type: Permanent
2. Grade: New Recruits: LSZ2

   NEW TACOS: Local Skill Zone 2
3. Salary: €16,240.00 per annum
4. Hours per week: Full Time, 37 hours per week
5. Location: Dhekelia
6. General_Terms_Conditions_Employment_New_Recruits (Weblink)
7. Closing Date: **Wednesday 3rd April 2024, Midnight, Local Cyprus Time.**

For information on the process or the application please contact the Resource Administrator: Mr Demetris Symeou

on 00357 25 96 3852

Operating hours:
Monday to Thursday: 08:00 – 14:00
Friday: 08:00 – 12:00

Eligibility - Are you eligible to apply?

To be eligible to apply for this role, you must be a Cypriot National.

Applications from individuals that have either reached or passed the BFC / SBAA Normal Retirement age of 65 will not be accepted.

Essential & Desirable Criteria for the Role

Important Note: Details on the role can be found on the Job Description which is at the end of this document. These criteria are part of the assessment criteria and will influence the decision on whether your application will proceed to the next stage.

Essential

1. You must undergo and pass as security & police check. If you are found successful, you will be requested to provide a Clean Criminal Record and a Sex Offenders Certificate issued by the Republic of Cyprus.
2. Full driving license with at least two years previous experience as a Driver. **In addition, must hold a category 'C' driving license.**
3. Must have a good command of English, both written and spoken.
4. Must be physically fit (Minimum requirement to assist in lifting a stretcher bearing 100 kg weight.)
5. Must have good local knowledge of the camp, routes to local hospitals and clinics, the boundaries of the Sovereign Base Area and have the ability to read maps.
6. To be familiar with the equipment on all the emergency vehicles at EMC and ensure they are checked daily for serviceability and cleanliness.
7. Must be prepared to wear a paramedic type uniform and to wear protective clothing and shoes (when issued) if the task requires it.
8. Must undertake various training courses as directed by the Line Mgr or his/her deputy, including health & safety (manual handling, fire training), blue light and first aid refresher courses.
9. If you are found successful on this campaign, we will be requesting references, therefore, ensure to have completed this information on your application form.

Official Language

The official language of the Sovereign Base Areas is English and consequently English is the official language of British Forces Cyprus and Sovereign Base Areas Administration. All documents are to be completed in this language. All employees of the Sovereign Base Areas Administration and British Forces Cyprus are expected to have a basic command of the English language as a pre-requisite for employment.

How to apply

a. To apply for this role you must complete the application form for external candidates (weblink) or application for internal employees (weblink) and include evidence on how you meet the below Competences. The completion of the competences is mandatory. If you do not demonstrate evidence of the below competences, your application will be sifted out. Additionally, please note that we can only accept applications as attachments to email on its original Word Document format. No hard copy applications will be accepted. Any forms that are submitted in any other format e.g., links to One Drive, bitmap, jpeg, pdf will not be considered.

   You may find Competences Examples here (Weblink)

   1. **Working Together**
   2. **Communicating and influencing.**
   3. **Analysing and Using Evidence**
   4. **Improvement and Change**

b. This role is assessed through the use of the SBAA_BFC_Core_Competence (Weblink), therefore, you are kindly invited to read the document to assist you with writing your competences.

c. For further information about the role and process involved please contact **Mr Harry Modinos** on Tel No: **00357 99493091**

d. For further recruitment information and guidance please choose the appropriate guidance: Cypriot Nationals Q&A Application Process or UK Family Members Q&A Application Process

e. Once completed **electronically** please send your application by email to:

   BFC-SBAA-Recruitment-GpMailbox@mod.gov.uk.

Important Note: Ensure that your application has been correctly completed and all relevant information has been provided. Failure to do so may result in your application being excluded.

The recruitment process.

The recruitment process is a fair and open competition and candidates are judged on their own merit.

Please read the information on The Recruitment Process Stages Guide for Applicants (Weblink) to help you understand the process. The document will explain the recruitment process stages and enhance your understanding on it.

Additionally, as we want you to show the best version of yourself, we invite you to read the guides available which should help you understand what you need to do to stand out. If you

feel you need further support, please contact the Resource Admin responsible for this campaign, you can find the contact details on the front page of this advert.

Job Description

POST TITLE	Ambulance Driver		
Area/Section	Medical Centre	**Establishment No**	
Grade	Ambulance Driver	**Grade Priority**	1
Full Time/Part Time	Full Time	**No of Established Hours**	37
Required Security Clearance	OS	**Position CYN/UKFM**	CYN
Current Incumbent Name		**Employed by BFC or SBAA**	BFC

Brief Description of Role The ambulance driver is to carry out duties in the way that he/she has been trained. He/she is required to comply with all official publications, orders, work instructions or legal requirements.

Responsible to Responsible to the Deputy Senior Medical Officer (DSMO) through Civilian Admin Officer (CAO) for ensuring the smooth and efficient daily running of this post.

Priorities (list in order)

- To drive the vehicle carefully and legally as directed by the Management.
- To carry out daily, weekly and after use servicing and maintenance of the vehicle to the standards laid down in JSP 341 and any locally produced instructions.
- Responsible for the cleanliness of the vehicle.

Responsible for (Tasks/Duties)	**Percentage (%) of time spent during the working week on each task**
1. To drive the vehicle carefully and legally as directed by the Management.	• 75%
2. To carry out daily, weekly and after use servicing and maintenance of the vehicle to the standards laid down in JSP 341 and any locally produced instructions.	• 5%

3. Responsible for the cleanliness of the vehicle and ensure that equipment on the emergency vehicle are checked daily for serviceability and cleanliness.	• 5%
4. To carry out any other tasking within the competence of the grade as directed by the Medical Establishment Management, including general assistance in all departments of the Medical Establishment when not involved with the primary duty of driving the ambulance.	• 5%
5. To ensure that all relevant paperwork is filled out at every shift/end of month, as directed by the management	• 5%
6. To carry out any other duties as directed by the LEO.	• 5%

All employees are.

- To undertake ad-hoc duties, as required, that may be reasonably expected by the **line manager but are commensurate with the grade, and within the unit objectives.**
- To carry out responsibilities with regard to BFC Equal Opportunities and Health & Safety Policies.

Competences required.

Essential:

- Working Together
- Communicating and Influencing
- Analysing and Using Evidence
- Improvement and Change

Training/qualifications required for the post.

Full driving licence with at least two years previous experience as a Driver. In addition, must hold a category 'C' driving licence.

Must have a good command of English, both written and spoken.

Must be physically fit (Minimum requirement to assist in lifting a stretcher bearing 100 kg weight.)

Must have good local knowledge of the camp, routes to local hospitals and clinics, the boundaries of the Sovereign Base Area and have the ability to read maps.

To be familiar with the equipment on all the emergency vehicles at EMC and ensure they are checked daily for serviceability and cleanliness.

Must be prepared to wear a paramedic type uniform and to wear protective clothing and shoes.

(when issued) if the task requires it.

Must undertake various training courses as directed by the Line Mgr or his/her deputy, including health & safety (manual handling, fire training), blue light and first aid refresher courses.

PHASE 1 - ADVANCE DRIVER TRAINING

Defensive driving skills/techniques whilst maintaining a high degree of safety. Map reading and correct voice radio procedures.

PHASE 2 - MEDICAL TRAINING

Complete the following syllabus to the test standards to assist the medics in an emergency:

This training can be undertaken on the job on successful completion of Phase 1. It may involve the following, but is not intended to use drivers to replace staff who normally carry out such duties:

a. The aims and principles of first aid.
b. Deal with an obstructed airway and maintain using manual manoeuvre and basic adjuncts.
c. Deal with an unconscious casualty.
d. Basic Life Support and assist medic with Automated External Defibrillator.
e. Arrest bleeding and dress wounds.
f. Splint a leg.
g. Support an arm.
h. Treat other fractures.
i. Treat a casualty with shock.
j. Treat chest injuries.
k. Treat abdominal injuries.
l. Identify and treat heat casualties.
m. Demonstrate the management of leg splints.
n. Demonstrate the management of a casualty with burns.
o. Demonstrate administering oxygen to a casualty.
p. Demonstrate monitoring the vital signs of a casualty.
q. Demonstrate taking and recording respiration rate.
r. Demonstrate the taking and recording of blood pressure.
s. Demonstrate extracting and moving a casualty taking in consideration the risk of compounding the injury and risk to self.
t. Demonstrate applying the various lashings and harnesses to a casualty on a stretcher taking into consideration injuries and conditions.
u. Demonstrate the management of intravenous infusion.
v. Demonstrate ventilating a casualty using Laederal Bag.
w. Demonstrate the prevention of infection.
x. Demonstrate capability to service, use and maintain all the equipment on the ambulance.

Equal Opportunities Responsibilities The responsibility for implementing the Department's Equality & Diversity policies is shared by all staff. The Post Holder has a shared responsibility to ensure that the working environment is free from harassment, and that the dignity of others is respected. The Post Holder is required to take care that his/her own conduct does not cause offence and she/he should discourage colleagues from harassing others. Post Holder will be required to undertake a mandated Equality & Diversity training.			
Health & Safety Responsibilities The Post Holder is to take due account of customer care considerations and is responsible for ensuring that their own actions and their environment is free from items/actions that may be considered hazardous to others.			
Originator: LM		**Employee:**	
Signed:		**Signed:**	
Date:		**Date:**	

(To be reviewed at recruitment or annually at beginning of Reporting Year)