

**Job Description**  
**LANCASHIRE TEMPORARY STAFFING AGENCY (LTSA)**  
**(1) COVID-19 SITE/TESTING OPERATIVE**  
**(2) COVID-19 TEAM LEADER**

<b>Service:</b>	Public Health	<b>Team:</b>	SMART Testing
<b>Location:</b>	Various locations across the County		
<b>Hourly Rate:</b>	(1) £9.81 per hour (2) £11.05 per hour <i>Plus enhancements for weekend working (time + 25%) and bank holidays (time + 50%)</i>	<b>Grade:</b>	(1) Grade 3 (2) Grade 5
<b>Reports to:</b>	(1) Team Leader (2) Area Coordinator	<b>Staff responsible for:</b>	(1) None (2) Up to 15

### Job Purpose

The role of the Site/Testing Operative and Team Leader is to carry out a range of tasks that facilitate the provision and administration of Covid-19 lateral flow tests safely and correctly to members of the public in various settings, including educational establishments, care settings, community settings and business/industrial premises.

In addition to carrying out the role of Site/Testing Operative, the Team Leader will also supervise and coordinate both the team and testing activities at each test location, ensuring the safe, efficient and correct operation of the testing process.

**\*\*\*This role will entail coming into contact with members of the public who may not have Covid-19 symptoms but who may test positive. Training and full personal protective equipment (PPE) will be provided. However, we would ask you to consider your own personal circumstances and whether you or a person you live with has been classed at being at 'High' or 'Moderate' risk from Coronavirus (See NHS guidelines) before applying\*\*\***

### Accountabilities/Responsibilities

#### Registration & Coordination

- Meet and greet members of the public who attend the test location.
- Communicate with members of the public to ensure they understand and are comfortable with the testing process.
- Provide support with the administration of testing at the test location, including handing out equipment and logging test distribution accurately.
- Guide and direct members of the public safely within and around the test location.

#### Assistance & Cleaning

- Provide advice and support to members of the public on how to self-administer the lateral flow test.
- Provide more direct support to members of the public who may find it difficult to administer the test themselves.

- Ensure the test location is kept clean and safe at all times, including wiping down surfaces after each member of the public has finished taking the test and cleaning test locations at the end of testing sessions

### Sample Processing & Recording

- Process the test samples in accordance with defined procedures and standards.
- Process the test results in accordance with defined procedures and standards.
- Record the test results using the barcode scanning device.
- Support the overall administration of the testing process.

### Team Leader Role only

- Supervise, coordinate and assist the testing team with day-to-day operations.
- Ensure that testing activities are completed in accordance with defined procedures and to specified standards.
- Respond to issues arising independently, wherever possible.

### General

- Undertake mandatory training courses and other relevant training as required.
- Be committed to the work and follow the strict guidelines and procedures required.
- Manage the use of PPE responsibly and in line with training.
- Ensure the confidentiality of all personal data.
- Engage with members of the public to actively encourage testing.

### **Other**

- **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

- **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- **Customer Focused**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

### **Our Values**

**We expect all our employees to demonstrate and promote our values:**

- **Supportive**

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

- **Innovative**

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful**

We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

- **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

### **Additional Information**

You are likely to be required to travel to various test locations for which a driving licence, access to a car and business insurance will be required. Business mileage will be payable (currently 45p per mile).

If you do not have a driving licence/car/business insurance, work **may** be available locally, depending upon where the testing site locations are established.



**Person Specification**  
**LANCASHIRE TEMPORARY STAFFING AGENCY (LTSA)**  
**(1) COVID-19 SITE/TESTING OPERATIVE**  
**(2) COVID-19 TEAM LEADER**

Your ability to meet the job requirements will initially be assessed by the information provided on your application / via a telephone interview but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

<b>Requirements</b>	<b>Essential (E) Or Desirable (D)</b>
<b>Qualifications</b>	
N/A	N/A
<b>Experience</b>	
Experience of working in the community	D
Experience of working in a customer facing role	D
Experience working with members of the public/patients	D
Experience of supervising a small team (Team Leader role only)	D
<b>Knowledge skills and abilities</b>	
Knowledge of Government guidance regarding Coronavirus (Covid-19)	E
Excellent interpersonal skills and have a supportive/caring nature	E
Ability to work as part of a team	E
Ability to physically stand for several hours with good mobility	E
Willingness to work outside	E
Commitment to the work and adhere to the strict guidelines and procedures required	E
Commitment to follow strict PPE rules	E
Knowledge of the cultures and religions of the local community; ability to work across cultures	D
Driving licence/access to a car/business insurance	D
Supervisory skills (Team Leader role only)	E

Other essential requirements	
<ol style="list-style-type: none"> <li>1. Commitment to equality and diversity</li> <li>2. Commitment to health and safety</li> <li>3. Commitment to regular attendance at work</li> <li>4. Display the LCC values and behaviours at all times and actively promote them in others</li> <li>5. Willingness to undertake training</li> <li>6. Willingness to undertake a DBS check</li> </ol>	