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| |  | | --- | |  | | **Post title**  Thank you for your interest in applying for the above post. Please find attached the Job Description and Person Specification for the role. | | **Working for Stockport Council** | | **Macintosh SSD:Users:tony.collinge:Desktop:values_job_description:STAR_logo_and_values.jpg**  Stockport Council has 4 core values that run through everything we do and are known as the Stockport Way of doing things. As an organisation we stay true to them no matter what challenges we face. The values came from colleagues and were developed through workshops and consultation across the Council.  [This video,](https://play.buto.tv/3My87) produced 'in house' and featuring colleagues from across the Council, explains each value and shows how colleagues are living these values each day.  As a new colleague the Council will expect you to work in accordance with these values. We also have policies and procedures around health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities which we expect you to adhere to. These will be explained in detail to you as part of your induction process.  You can find out more about working for Stockport Council, and some of the benefits we offer employees, online at <https://greater.jobs/locations/stockport/>  H:\Directorate Services Team\Recruitment (Annalie Burns' Team)\Recruitment\OTHER\Diversity and Inclusion\DISABILITY CONFIDENT\employer_small.png |   green band epsStockport Council  **Job Description** | |
| Post Title: General Deliveries Driver  **Service Area: Libraries & Information**  **Directorate: Corporate & Support Services** | Salary Grade: Scale 2 |
| **Post Reports to: Libraries Operations Officer**  **Post Responsible for:** None | |
| **Main Purpose of the Job:**  To assist in the provision of effective and efficient support to the Library, Advice & Information service by operating a delivery vehicle between library sites, distributing library materials, post and other items. | |
| **Summary of responsibilities and key areas:**  1. Provision of a collection and delivery service  2. Sorting and packing library items  3. Vehicle Maintenance  4. Collection and delivery of non-standard items  Resources:  Library, Advice & Information service vehicle, Library Stock and post. | |
| **Job activities:**  1) Provision of a collection and delivery service  a) To ensure daily distribution of library items by delivery van, to all library sites across the borough.  b) To deliver stationery & toiletry supplies and any other items to libraries as required.  c) To deliver reading group boxes & reading promotions to libraries on a regular basis  d) To deal with library staff and others encountered en route in a friendly and co-operative manner  e) To contribute to the review and improvement of delivery routes when necessary.  f) To open and close Libraries not staffed during routine collection and delivery.  2) Sorting and packing library items  a) To collect library items from the despatch room for distribution to destination points on a daily basis.  b) To load and unload delivery boxes at the despatch site and each destination point visited as required.  c) To sort items collected at each designated stop into their destination boxes to ensure a smooth and  efficient service.  d) To sort items returned to the despatch room at the end of the day, ready for delivery to individual  recipients.  e) To ensure all items are kept secure and in good condition when in transport.  3) Vehicle maintenance  a) To ensure that the vehicle is maintained: including cleaning inside and out, refuelling and observing  the check list provided by the vehicle maintenance company.  b) To ensure the vehicle is kept in good repair and report any mechanical problems, failures  accidents to the vehicle maintenance company and line manager immediately.  c) To ensure that working practices are safe, including the safe and efficient loading and unloading of  the van.  d) To update all records or documentation in connection with the vehicle as required.  4) Collection and delivery of non-standard items  a) To ensure safe delivery of non-standard items, e.g. ballot boxes, furniture as agreed with line  manager, checking space is available and the extra weight is considered.  b) To make adjustment to the standard routes in agreement with line manager as required.  c) To assist in the collection and delivery of items circulated within the Greater Manchester Libraries  stock at designated Greater Manchester libraries service points. | |
| **Additional responsibilities:**  To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.  To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities.  To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee’s background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account. | |

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Stockport Council

Competency Person Specification

The criteria listed below represent the most important skills, experience, technical expertise and qualifications needed for this job role.

Your application will be assessed against these criteria to determine whether or not you are shortlisted for interview.  Any interview questions, or additional assessments (tests, presentations etc) will be broadly based on the criteria below.

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| **Competency** | **Essential or Desirable** |
| To work to the Council’s values and behaviours:   * To keep the people of **Stockport** at the heart of what we do * To succeed as a **team**, collaborating with colleagues and partners * To drive things forward with **ambition**, creativity and confidence * To value and **respect** our colleagues, partners and customers | Essential |
| Experience of driving delivery vehicles, including multi-drop activities. | Desirable |
| Experience of general administrative duties associated with vehicles | Desirable |
| Has clean full driving license | Essential |
| Ability to lift boxes full of books and other heavy/bulky items | Essential |
| Ability to undertake routine vehicle maintenance | Essential |
| Ability to handle tactfully awkward/difficult situations and customers | Essential |
| Ability to assess when standard routes need to be varied | Essential |
| Ability to keep accurate records | Essential |
| Ability to organise own workload efficiently and prioritise tasks, also able to recognise when to ask for advice or decision | Essential |
| Ability to work on own initiative | Essential |
| A willingness to be flexible in a changing environment | Essential |
| Understands and actively supports Stockport Councils diversity and equality policy. | Essential |
| To meet Stockport Council’s standard of attendance. | Essential |